Child protection and safeguarding: COVID-19 addendum

Please note due to the nature of the current situation this document is subject to change, the version on this website will always be the most up to date version.

In addition to this document there are 4 Appendices also listed on the website, again these are subject to change in light of advice from the government and their advisory bodies

Appendix 1 – Staff Safeguarding Expectations for Remote Learning

Appendix 2 – Pupil Safeguarding Expectations for Remote Learning

Appendix 3 – Parent Safeguarding Expectations for Remote Learning

Appendix 4 – Remote Learning and Pastoral Support in more detail

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	J Davies	jdavies@windermereschool.co.uk
Deputy DSL	J Parry	jparry@windermereschool.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	I Lavender J King	ilavender@windermereschool.co.uk jking@windermereschool.co.uk
Headteacher	I Lavender	ilavender@windermereschool.co.uk
Local authority designated officer (LADO)	No named LADO	• Tel: 03003 033892 • Fax: 01768 812090 • Email: lado@cumbria.gov.uk

ROLE	NAME	CONTACT DETAILS
Chair of governors	A Chamberlain	chairman@windermereschool.co.uk
Governor i/c Safeguarding	J Harris	jharris@windermereschool.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners Cumbria County Council, Cumbria Constabulary, NHS North Cumbria Clinical Commissioning Group and NHS Morecambe Bay Clinical Commissioning Group and local authority collectively known as CSCP – Cumbria Safeguarding Children Partnership.

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.

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'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.

Tutors are communicating each day Monday – Friday with their tutees, these interactions will be briefly noted on the Student Praise and Concern (for remote teaching and learning) spreadsheet. Any concerns from these sessions must be highlighted to the DSL, DDSL or pastoral team.

Online Teachers are also expected to make comments about their pupils on the Student Praise and Concern (for remote teaching and learning) spreadsheet and again highlight any concerns to a member of the Pastoral Team.

Any Safeguarding Concerns must, as always, be raised immediately with the DSL or DDSL.

Trends and Patterns in behaviour, concerns, lack of attendance will be noted by the Pastoral Team on the Safeguarding and Pastoral Tracker Spreadsheet and discussed weekly.

During holiday periods the DSL and DDSL will discuss the pupils of concern every week and more frequently when necessary.

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.

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

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mr Ian Lavender or Mrs Julie King. You can contact them at: ilavender@windermereschool.co.uk or jking@windermereschool.co.uk.

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, therapists, adoption services, CAMHS, and any other external bodies who support our pupils.

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:

Update from CSCP regarding Multi-Agency Safeguarding Arrangements during COVID-19

In light of the current situation as a result of Coronavirus, the safeguarding partners have sort to agree measures and plans to reduce the risk of contracting and spreading of the virus to children, young people, their families and within our multi agency workforce.

Following these discussions, the safeguarding partners would like to update you all with an outline of the measures in place to achieve this. In doing so, we appreciate that individual agencies will be following their own arrangements and would not wish in any way to discourage partners following the advice of their own organisation.

Please note that all decisions are under ongoing review and further communications will be issued when changes are agreed.

The Multi-Agency Safeguarding Hub

The Safeguarding Hub have business continuity arrangements in place. How we manage phone calls into the service has been amended to allow us to safely manage demand with a reduced workforce.

If you have an urgent safeguarding concern, then you can telephone the safeguarding hub. If the lines are busy there will be a facility to leave a message (0333 240 1727).

*All other safeguarding concerns from professionals must be submitted via **single contact form** .*

Multi-Agency Meetings

All multi agency meetings, including strategy meetings, initial and review child protection conferences, CLA review, MACE and MARAC meetings will be arranged as telephone conferencing. Those involved in meetings will receive communication regarding expectations around any report/update submissions and instructions on how to dial in to calls.

6. Monitoring attendance

Browhead

- Pupils are expected to attend tutorials and timetabled lessons.
- To ensure the safety and wellbeing of our pupils, there will be a tutor time each morning at 8.30am and in the afternoon at 1.55pm, pupils will be registered on the registration sheet distributed electronically by LM.
- This registration sheet will be checked each day and any un explained absences will be followed up.
- Class teachers should also register attendees at each of their lessons, nonattendance in a lesson should be noted on the Praise and Concerns spreadsheet by the class teacher.
- If a pupil does not attend tutor time the tutor is expected to send a brief email to the child, copying in the parents, to investigate.
- Each Friday (or once each week) the Pastoral Team will review the attendance of all students and decide the appropriate steps for the individuals and families.

Elleray

- Pupils are expected to attend timetabled lessons.
- Class teachers should register attendees at each of their lessons
- If a pupil does not attend a lesson the class teacher is expected to send a brief email to the parents to investigate.

- If a class teacher has none explained, non – attendance twice in a cycle they should inform the Head of Elleray and DSL.
- Each Friday (or once each week) the Pastoral Team will review the attendance of all students and decide the appropriate steps for the individuals and families.

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. A review contact details sheet will be sent out to all parents to check that the details on SIMS are correct.

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.

- Pupils know who they can contact for support, whether pastoral or academic, as well as how to report any concerns as well as online bullying.
- Staff are aware that online bullying is a potential safeguarding issue.
- Staff will inform the DSLs and Pastoral Team if they believe there is bullying taking place online or otherwise within the home.
- The DSLs will discuss appropriate responses to any concerns raised and investigate any concerns fully using Teams to talk directly with pupils and parents.
- School has shared relevant support sites and guidance with regard to online safety with all parents.
- Pupils are aware that sanctions are still in place if they transgress the guidelines.
- Sanctions will be discussed directly with parents on an individual basis and appropriate action will be taken.
- The Pastoral Team will work directly with any victims or perpetrators using Teams, emails and telephone conversations to support and direct appropriately. During this time of School closure, it will be especially important to work directly with parents.

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.

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 who we have safeguarding concerns about. We will work with parents/carers to do this.

Both the Student Praise and Concern and Safeguarding and Pastoral Tracker spreadsheets, populated by all staff will be viewed daily and discussed in detail in the weekly pastoral meetings. These will be used to identify pupils who we have concerns for but do not hit the threshold for "Vulnerable".

Each case will be reviewed and discussed with parents to decide what needs to be put in place to support both the pupils and the family. If it is felt appropriate and threshold is met, we will offer these pupils a place in School during this time of closure.

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

10. Safeguarding for children not attending school

10.1 Care and Contact plans

We have care and 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

> Special provision to be put in place to support the pupil and their remote learning

> Special provision to be put in place to support the pupil's emotional wellbeing.

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

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.

If IT staff are unavailable, our contingency plan is to contact Smoothwall directly for any advice or changes to the monitoring system and firewall.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and Staff IT Acceptable Use Policy.

More detailed expectations are laid out in the document – Staff Expectations for remote learning.

Further Details are set out below:

11.2.1 Training and guidance

All Windermere Staff have been trained and advised on what to look for in terms of safeguarding issues when remote teaching and how to report these when these are encountered.

11.2.2 Remote 'face-to-face' contact, for example, Teams and Skype

The following are non-negotiable areas of safeguarding for staff and pupils.

- Face-2-face will be wherever possible through broadband and not 4/5G. If there is no alternative to 4/5G the teacher must inform the DSLs.
- Staff will use school and not personal devices.
- Staff will inform pupils when they are recording a session.
- Pupils must not share any recordings with anyone outside of the Windermere School community.
- A public/communal area, such as a dining room, will be used for video calls. Wherever possible, pupils will not call from bedrooms. Where there is no other option a separate risk assessment will be put in place and agreed by the Deputy Head Pastoral.
- Staff will use a neutral area of their home with no personal effects on show.
- It is recommended that staff use the 'blur' function on Teams to blur the background, ensuring privacy for other occupants of the home.
- Any phone call made from a personal mobile to a pupil should be made with the number blocked.
  - On an iphone go into setting tap Phone and then Show my caller ID then switch this off. Your number will not be shown.
- Staff are expected to include their Head of Section in their tutor teams and Head of Faculty in academic teams. At Elleray staff are expected to include Head teacher and DSL into each of their class teams.
- Pupils will be supervised by an adult present in their home during one-to-one calls. If no adult is present, then the call will be taken as audio rather than video.
- A dress code will be adhered to for both staff and pupils. Smart/casual and no nightwear. In the case of a pupil inappropriately dressed the pupil will be reminded of the guidelines and the call ended.
- ALL communications will be through school platforms, e.g. Teams, or approved platforms, such as Skype.
- Only school emails will be used when communicating with pupils.
- Timings for calls will be set prior to calls via school email or other school platforms, and these calls will take place during normal school working hours and not before 8.15am or after 4 pm. These timings will be adjusted for pupils who are in different time zones, arrangements will be made for these children on an individual basis.
- Be mindful of advisory ages for certain communication platforms.
- Any concerns seen/heard during call will be dealt with and reported following normal safeguarding policy and procedure.
- If a member of staff becomes unwell and cannot facilitate remote teaching/tutoring, Browhead staff must contact Deputy Head Academic and HoS who will disseminate the information to all relevant staff. For Elleray staff they should contact the Head of Elleray.
- **The acceptable use policy must be adhered to at all times, alongside the Staff Code of Conduct.**

11.2.3 Communication and Support

- Staff, pupils and parents will be informed by email of all changes and expectations with regard to remote teaching.
- Staff pupils and parents have been informed by email of how to report concerns and incidents.
- Parents will be given advice about filters that might be appropriate on home computers.
- Parents will be given advice on appropriate online safety precautions for their children.
- Staff and pupils have been reminded about the protocol when contacting each other. This will be done through a school approved email address.
- Elleray – Class teachers will tutor through lessons and will send a weekly update email to parents copying in the Head of Elleray.
- Browhead - Daily tutorials will give opportunities for staff and pupils to discuss any concerns. Weekly communication between tutors and parents, will also be used to flag up any issues. Tutors to include their HoS into these emails, which should be sent following tutorials each Friday and no later than Sunday evening.
- Age appropriate, well-being surveys will be conducted periodically to check on the mental health of our community.
- Weekly meetings of the extended Pastoral Team will identify any issues with regard to individual pupils.
- All teachers should add a weekly comment onto the Praise and Concerns spreadsheet for each pupil they teach by 4pm every Thursday.

11.2.4 Online behaviour

- Pupils know who they can contact for support, whether pastoral or academic, as well as how to report any concerns as well as online bullying.
- Staff are aware that online bullying is a potential safeguarding issue.
- Staff will inform the DSLs and Pastoral Team if they believe there is bullying taking place online or otherwise within the home.
- The DSLs will discuss appropriate responses to any concerns raised.
- Pupils are aware that sanctions are still in place if they transgress the guidelines.
- Sanctions will be discussed directly with parents on an individual basis and an appropriate action will be taken.
- The time spent online will be set at a maximum of 4 hours directed work each school day. Other opportunities for learning will be offered through the amended curriculum which will be practical, creative and therapeutic and will require minimum screen time.

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

Regular emails will be sent to parents/ carers through the period of School closure giving advice on keeping their children safe online. In addition, tutors will be communicating each week after the Friday tutorial session directly with parents to establish any concerns and understand any difficulties with regard to remote learning.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

Weekly wellbeing advice is being sent to all pupils through the newsletter and emails recommending different websites to access will be sent once a cycle.

Tutors will be vigilant during tutorials and note any concerns on the – Student Praise and Concerns Spreadsheet which will be picked up by the pastoral team and monitored on the Safeguarding and Pastoral Tracker.

Pupils who we identify as needing extra support will be decided by the pastoral team and an appropriate contact and care plan will be formulated.

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.

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.

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.

13.2 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 Safeguarding - children protection policy (and this addendum)

> Keeping Children Safe in Education 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.

We will centrally log each day:

> Everyone working or volunteering in our school each day

> Details of any risk assessments carried out on staff and volunteers where necessary

14. Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

> The reason(s) why the child is considered vulnerable and any arrangements in place to support them

> The child's EHC plan, child in need plan, child protection plan or personal education plan

> Details of the child's social worker

> Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 – 4 weeks by the DSL and DDSL at every review, it will be sent to the SMT for approval who will decide if it should be sent to the Governing Body for approval.

16. Links with other policies

This policy links to the following policies and procedures which can all be found on the Windermere School website www.windermereschool.co.uk *(Can we get these all on the website?)*

> Safeguarding - Child protection policy

> Staff Code of Conduct

> Expectations for Remote Learning – Staff

> Expectations for Remote Learning - Pupils

> IT acceptable use policy

> Online safety policy

> Anti – Bullying Policy