



St Mary and St Pancras Church of England Primary School

Child protection and safeguarding: COVID-19 addendum

Policy Annex by: Headteacher

Created April 2020

Policy Approved by Governors: April 2020

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Shared with Staff: April 2020

Statement of Intent

As a church school what and how we teach, what and how our pupils learn within and beyond the classroom are and must be rooted in Christian values:

Friendship, Respect, Endurance, Thankfulness and Forgiveness.

These values are fundamental in the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Jules Belton	07961322584 head@stmp.camden.sch.uk
Deputy DSL	Lucy Heard and Lesley Carneiro	02073876117 admin@stmp.camden.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Hannah Martin	02073876117 admin@stmp.camden.sch.uk
Headteacher	Jules Belton	02073876117 admin@stmp.camden.sch.uk
Local authority designated officer (LADO)	Kurt Ferdinand	020 7974 4556
Chair of governors	James Poole	02073876117 admin@stmp.camden.sch.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 Camden Safeguarding Children Board (CSCB), Child protection lead officer and Local Authority Designated Officer (LADO), Children's Safeguarding and Social Work (CSSW) and local authority (LA) Camden.

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, both for children still attending school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding and Child Protection Policy. This includes recording and reporting their concern via CPOMS (which can be done remotely if necessary).

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead and Deputies. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should email/speak directly to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done via telephone and followed up with an email to the Headteacher.

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 phoning or emailing.

We will keep all school staff and volunteers informed by email and on the daily notice board, 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 Hannah Martin (School Business Manager). You can contact them by: admin@stmp.camden.sch.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, 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
- Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

6. Monitoring attendance

The school and social workers will agree with parents/carers whether children in need should be attending school. 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, by calling on the day of their absence and recording their reasons on CPOMS.
- Notify their social worker or family support worker where they have one

On a daily basis, we are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school and provide this information to the Local Authority. We also email the London Diocesan Board of Schools weekly with attendance information.

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 is checked when parents/carers register their child/ren.

7. Peer-on-peer abuse

St Mary and St Pancras recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.

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.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

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 – whether those concerns are about staff/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.

Concerns around the Headteacher should be directed to the Chair of Governors: James Poole.

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 e.g. 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.

10. Contact plans

We have contact plans for children with a social worker, family support workers Educational Health Care plans 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
- Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school.
- Details of this plan must be recorded on CPOMS, as should a record of contact have made.
- The communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

We have agreed these plans with children's social care where relevant, and will review them fortnightly/regularly. Where concerns arise, the DSL will consider any referrals as appropriate.

If we can't make contact, we will contact the child/ren's social care worker or the police.

11. Safeguarding all children

St Mary and St Pancras is committed to ensuring the safety and wellbeing of all its 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.

St Mary and St Pancras will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

St Mary and St Pancras will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

St Mary and St Pancras will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where St Mary and St Pancras has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with SLT.

For children at home, they will look out for signs like:

- No contact from children or families

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

St Mary and St Pancras will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

12.1 In school

We will continue to have appropriate filtering, monitoring systems and supervision in place in school when children are using computers.

If IT staff are unavailable, our contingency plan is to contact our Local Authority Schools Support IT Service support@camdensitss.org.uk.

12.2 Outside school

Where staff are interacting with children online or via welfare calls, they will continue to follow our existing staff code of conduct.

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.

13.3 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

St Mary and St Pancras will share safeguarding messages on its website.

13. Mental health

We recognise that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

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.

14. Staff recruitment, training and induction

14.1 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. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral'. All referrals should be made by emailing Misconduct.Teacher@education.gov.uk

14.2 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. These checks will be carried out by the Headteacher.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14.3 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 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 policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

14.4 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. Details of any risk assessments carried out on staff and volunteers on loan from elsewhere will be recorded in the single central record.

We will use our InVentry system to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'

15. 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.

16. 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 will be reviewed every 3-4 weeks by the Headteacher. At every review, it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff Code of Conduct policy
- Health and safety policy
- Online safety policy