

Child protection and safeguarding: COVID-19 addendum

Longmeadow Primary School



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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Lee Geer	lgeer@longmeadow.herts.sch.uk
Deputy DSL	Martina Flanagan Katy Alexander Emily Howley Brogan Jennison	mflanagan@longmeadow.herts.sch.uk kalexander@longmeadow.herts.sch.uk head@longmeadow.herts.sch.uk bjennison@longmeadow.herts.sch.uk
Headteacher	Emily Howley	head@longmeadow.herts.sch.uk
Chair of governors	Russell Knell Gemma Bell	gov.rknell@longmeadow.herts.sch.uk gov.gbell@longmeadow.herts.sch.uk

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our local safeguarding partner Hertfordshire County Council.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

In this addendum, where we refer to vulnerable children, this means 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

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should 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 must log concerns on CPOMS and pass on to relevant onsite DSL. These logs should also relate to attendance (non-compliance of remote learning).

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 will 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.

You are also able to contact any DSL who is working from home via the email address at the start of this document.

We will keep all school staff and volunteers informed by telephone call (Monday morning) to each class bubble, as to who will be the DSL (or deputy) on any given day, and how to contact them.

On site DSLs 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 (we have completed a risk assessment for each family/child)
- 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, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our local safeguarding partners.

The following guidance is currently in place by Hertfordshire County Council:

Safeguarding during the Coronavirus (Covid-19) pandemic (3)

The way schools and colleges are currently operating in response to coronavirus (Covid-19) is fundamentally different to business as usual, however, a number of important safeguarding principles remain the same:

- *with regard to safeguarding, the best interests of children must always continue to come first*
- *if anyone in a school or college has a safeguarding concern about any child they should continue to act immediately*
- *a DSL or deputy should be available*
- *it is essential that unsuitable people are not allowed to enter the children's workforce and / or gain access to children*
- *children should continue to be protected when they are online*

School and college staff should continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the Covid-19 period.

If you have concerns about immediate risk of harm to a child, a referral should be made immediately to Children's Services: Safeguarding and Specialist Services on 0300 123 4043.

Schools and colleges can ring the Consultation Hub (for concerns that are not of immediate risk of harm), please call (01438) 737511.

Referrals to LADO should be made on the LADO referral form and sent to: LADO.Referral@hertfordshire.gov.uk.

If the LADO referral is out of office hours please ring 0300 1234043 or the police on 101

6. Monitoring attendance

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where 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 contacting home by telephone and follow our usual CME procedures.
- 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.

We are using the Department for Education's daily online attendance form.

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.

Peer on peer abuse occurring in the chat function on Microsoft Teams should be monitored by the class teacher and recorded on CPOMS. This will also be discussed at SLT meetings to strategically reduce the number of incidents occurring.

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/supply teachers/volunteers working on site or remotely. Staff should follow Longmeadow's usual Whistleblowing policy.

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 an assigned DSL, social worker contact details and individualised levels of support for each child's need.

- 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. Some pupils will receive video calls/phone calls from their teacher to support their learning.

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

If we can't make contact, we will firstly complete a school welfare visit and then a police welfare visit if unsuccessful. This will be in conjunction with Children's Services knowledge.

10. Safeguarding all children

10.1 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. They will act on concerns immediately in line with the procedures set out in section 3 above.

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 and seek advice and support from Herts For Learning Data Management Services, <https://www.thegrid.org.uk/info/traded/sitss/>, helpdesk telephone: 01438 844777

11.2 Outside school

Staff should continue to follow our existing code of conduct/IT acceptable use policy. When accessing online training, resources or communicating with staff. Staff should continue to only use their **school email address** to communicate regarding school business.

Staff should only communicate with pupils/parents via **Marvellous Me** or via the Longmeadow home learning platform (Microsoft Teams) overseen by SLT.

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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact Lee Geer – lgeer@longmeadow.herts.sch.uk

The school will make sure pupils, parents and carers are aware of this.

12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have 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.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our family support worker is offering two weekly virtual coffee mornings.

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 and volunteer recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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 183-188 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 our local safeguarding partners or the Department for Education is updated.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy