



Child protection and safeguarding: COVID-19 addendum

Contents

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

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sue Rademacher	srademacher@john-chilton.ealing.sch.uk
Deputy DSL	Parminder Tsangacos Aidan Meech	Ptsangacos@john-chilton.ealing.sch.uk ameech@john-chilton.ealing.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Charleen Bruce Lynn Johnston Daniel McNamara	cbruce@john-chilton.ealing.sch.uk ljohnston@john-chilton.ealing.sch.uk dmcnamara@john-chilton.ealing.sch.uk
Headteacher	Sue Rademacher	srademacher@john-chilton.ealing.sch.uk
Local authority designated officer (LADO)	Paul Andrews	asv@ealing.gov.uk 020 8825 8930
Vice Chair of governors	Steve Garry Emma Chambers	Through the clerk Bryder@st-gregorys.ealing.sch.uk

1. Scope and definitions

This addendum applies during the period of reduction in provision and potential school closure due to COVID-19, and reflects updated advice Ealing LA.

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 in school; we will ensure parents are aware of our online safety policies and guidance provided to pupils to allow them to keep their children safe while online at home

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, using My Concern in the usual way, and sending an email to 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 email

We will keep all school staff and volunteers informed by email or text 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. The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they 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

6. Monitoring attendance

As many pupils 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 phoning from the school office
- 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 by phoning, texting and emailing.

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.

If the pupil is not in school we can use telephone or virtual meetings with the pupil, liaise closely with families and social care to ensure the pupils is supported.

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 pupils 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. Pupils whom we know to have previously been on a CiN or CP will be in this category; there are also pupils who we know have challenging home environments through poor housing, large households or as part of their condition.

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

10. Safeguarding for pupils not attending school

10.1 Contact plans

We have contact plans for all our pupils including those with a social worker and pupils 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

Contact is as follows:

- The class teacher/form tutor will phone weekly and email weekly
- The class teacher/form tutor will complete a log of communication with the family
- Where there is no response a senior leader will continue attempting communication though the week
- Where concerns have been raised the phase leader will follow up and refer to relevant agencies - therapists, social care, etc

If we can't make contact, we will contact children's social care or the police.

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 liaise with the Alec Reed Academy for support

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing 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.

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

Through packs, the website and emails

12. Mental health

Where possible, we will offer support for pupil mental health for all pupils:

- Where pupils can access emails and portals we will provide information and support
- We will phone identified pupils weekly to discuss concerns
- The counsellor will still provide her support for identified pupils when in school
- By inviting in pupils who have significant mental health needs into school for a full time or part time respite placement, and having familiar staff to work with them
- By liaising closely with families and offering activities and advice

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 Staff 'on loan' from other schools

We will not be using volunteer staff from other schools as we need to be assured that staff working with our pupils are experienced in supporting pupils with additional special needs.

13.3 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
- Confirmation of local processes
- Confirmation of DSL arrangements

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 use the single central record to log:

- Everyone working or volunteering in our school each day, including therapy and NHS staff

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) 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 monthly by the headteacher/DSL. At every review, it will be approved by the full governing board.

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
- Managing Allegations Against Staff Procedure