Child Protection and Safeguarding: COVID-19 Addendum

Approved by:	Emma Castleton	**Date:**	September 2020
Next review due by:	September 2021		

Contents

1. Important contacts

ROLE	NAME	CONTACT DETAILS

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Designated safeguarding lead (DSL)	Sharon Mullish	020 8455 7483 Sharon.mullish@kisharonschool.og.uk
Deputy DSL	Lyna Panas	020 8455 7483 Lyna.panas@kisharonschool.org.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Nicole Posener	020 8455 7483
Local authority designated officer (LADO)	Shrimatie Bissessar	0208-359-4528 lado@barnet.gcsx.gov.uk
Chair of Trustee Board	Emma Castleton	emma.castleton@kisharonschool.org.uk
Channel helpline		020 7340 7264

2. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners at Barnet MASH Team (Social Care), The Metropolitan Police (Safer Schools Team).

These are the CCG (covering GP's, CAMHS and Specialist Doctors linked to SEN) and local authority The London Borough of Barnet (The Virtual School and Barnet's Safeguarding Children's Partnership).

It sets out changes to our normal child protection policy in light of coronavirus,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 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 clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

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
- Children looked after under The Special Guardianship guidance

> Have an education, health and care (EHC) plan

> Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation

- Young carers
- Considered vulnerable by the school and/or LA

3. 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

4. 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.

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.

For all concerns and disclosures an incident form on CPOMS must be completed and the DSL notified. Full Safeguarding Procedures are clearly laid out in the Safeguarding Policy available on TEAMS and staff have a duty of care to follow these

5. 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 on site, they can be contacted remotely by calling Sharon Mullish 07956633830 or Lyna Panas 07932 627215

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be our Assistant Head Nicole Posener. You can contact them by emailing nicole.posener@kisharonschool.org.uk

The senior leader will be responsible for liaising with our 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, including collecting information and taking statements of all parties involved.

> Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

> Keep the families involved with any action to be taken, including if a MASH referral has to be made.

> Liaise with The Safer Schools Team at the local police.

6. 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 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 via The Safeguarding Policy and this includes details of how to make a referral to MASH (Multi-Agency-Safeguarding-Hub).

At Kisharon Noé School we use and are guided by Keeping Children Safe In Education which was updated September 2020.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

6. Monitoring attendance

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

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 making telephone calls home for each day of their absence. This is carried out by members of the senior leadership team.

> 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. Forms were sent out at the start of the academic year to collect this information.

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.

The DSL will adhere to the guidance in Keeping Children Safe In Education and collate the evidence based on the disclosure.

The DSL will liaise with the MASH Team and potentially the police (depending on the nature of the disclosure) Support for the victim and the perpetrator is paramount and arrangements maybe made to accommodate them in a separate classes/areas of the school during the investigation. Senior leadership team will liaise with professionals as to the most appropriate course of action, this will be done on a case-by-case basis.

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 2020.

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.

The DSL will continue to Liaise with The LADO (Local Authority Designated Officer).

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 how the DSL and their key staff will maintain contact during a period of illness, a period of self-isolation or an enforced lockdown.

> How often the school will make contact – this will be at least once a week, more if it is deemed necessary

> 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

> In exceptional circumstance, the DSL may take the decision after consulting with the social worker or CAMHS Clinician to carry out a 'Socially distant 'Garden Visit' if mental health concerns are shared

We have agreed these plans with children's social care where relevant, and will review these monthly or more frequently if required.

If we cannot make contact, we will notify children's social care team via MASH and if advised to do so, we will contact the Safer Schools Team at the police.

10. 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 line with the procedures set out in section 3 above.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

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

There will be weekly calls home to ensure that parents/carers are coping to the best of their ability or if additional support/signposting is required.

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 that all concerns will be referred to the senior leadership team who will alert the IT team to emerging problems though the online helpdesk.

Online safety lessons will be included into all areas of the curriculum ensuring students learn how to use IT appropriately and how to report an issue which may occur during evenings or weekend use of social websites or games.

Parents are given updates in the newsletter regarding inappropriate apps which may expose their child to harmful images/videos.

Staff will participate in online safety training

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy

As stated in our Safeguarding Policy, staff are informed regarding appropriate professional boundaries with students and do not accept students request on any social media site (Facebook, Instagram, Whatsapp)

Whilst maintaining online contact with students to allow them to access lessons, staff ensure that two adults are always present during the online lesson.

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

12.1 Children returning to school

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

The senior leadership team meet weekly and review any/all concerns raised by staff teams. Action points from these meetings will be feedback to the staff team which will also include a period of 'follow up visits' carried out by senior staff

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.

What are we doing to ensure that existing and new volunteers are abiding by current national / local covid rules ?

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 the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum monthly by Sharon Mullish 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 and Safeguarding policy

> Staff Code of Conduct

> IT acceptable use policy

> Health and safety policy

> Online safety policy

> Whistle Blowing Policy