



Child Protection & Safeguarding: COVID-19 Addendum

Adopted Date: **28/01/2021**

Review Date: **Ongoing**

*This policy needs to be read in conjunction with the Safeguarding Policy.
The terms of the Safeguarding Policy are to take precedence over the
guidelines set down in any other policy.*



ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mr Cieran Dadds	cdadds@hadcps.uk 07736 030072
Deputy DSL	Mr Gary Pilkington	head@hadcps.uk
Alternate DSL	Mr Sam Bassett	Sbassett@hadcps.uk
Headteacher	Mr Gary Pilkington	head@hadcps.uk
Local authority designated officer (LADO)		LADO@suffolk.gov.uk 0300 123 2044
Chair of governors	Mrs Mandy Gowers	MGowers@hadcps.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 at the Suffolk Safeguarding Partnership and local authority (LA), Suffolk County Council.

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 (EHCP) plan
- adopted children or children on a special guardianship order
- those who are young carers
- others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

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.

Any concerns should be reported immediately via CPOMS. They will then be acted upon by the DSL or Alternate in partnership with any local agencies. If the concern is discovered at school during a Key workers school day then they can be reported verbally or via a form before then be added to CPOMS.

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 mobile or email. Of course all CPOMS update result in an email alert for the DSL.

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

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 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 the DSL.
- 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.

For those 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. This will be done in conversation with parents when they are alerting us to their need for a school place.

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.

During this period this is much more likely to be online abuse rather than physical. Parents have been alerted to a variety of agencies and guidance on how to keep their children safe during these times. Staff should look out for any contact from parents via Seesaw that alerts them to any issues between children. They can then be reported via CPOMS.

Within school, our safeguarding policy and its approach can be followed with a DSL always on site to assist with any investigation.

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. They should let the head teacher aware of any concerns and if required the LADO can then be contacted to support any investigation. If the allegations concern the head teacher than the Chair of governors must be contacted instead and they will liaise with the LADO to carry out any investigation.

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. If staff are aware of a family struggling and in need of support they can alert either the DSL or alternate and possible support can be discussed and possibly offered.

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

10. SAFEGUARDING FOR CHILDREN NOT ATTENDING SCHOOL

10.1 Contact plans

We have 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:

- Class teachers will make daily contact via the Home school Learning Portals (Seesaw or Tapestry).
- They will monitor the amount of interaction and work submitted by these pupils.
- Office will make contact via text Messages.
- Teachers will ring home if no communication is received.
- They will raise concerns with the DSL if these families are not engaging with home learning.
- DSL will make contact.

We have agreed these plans with children's social care where relevant, and will review them throughout the period of school closures.

If we can't make contact, we will alert the social worker and make referrals if required.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. Therefore, it is our duty of care to make contact with those families not engaging with home learning to ensure that those children are safe. It will be down to teaching staff to use the virtual communication tools available in both Seesaw and Tapestry before alerting

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 seek support from the local authority.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing code of conduct and the Acceptable Use Policy as well as the AUP for Zoom (Appendix 1).

All teaching staff have been given Seesaw to contact parents via and they can do this between the hours of 9am and 3:30pm during normal working days. Social media of all forms is not to be used by any member of staff discussing either the school and its practise during this time or to make contact with parents. Some staff may have to make phone calls from their own phones during this time. When these have to happen staff must hide their numbers to ensure their own safeguarding. If staff are recording videos for pupils they need to think carefully about what is on display within the video, especially in the background. Non-school staff should not feature in these videos.

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

Information will be shared with parents via School gateway or on social media.

12. MENTAL HEALTH

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.

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 children protection policy (and this addendum)
- Keeping Children Safe in Education part 1
- Confirmation of DSL arrangements



13.3 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.

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. If changes are made, it will be approved by the chair of governors acting on behalf of the full governing board.



APPENDIX 1

Hadleigh Community Primary School

Parent and Pupil Zoom Acceptable Use Policy

In order to create a safe environment for pupils and staff when taking part in Zoom conference sessions, the following considerations must be observed:

1. By accepting the Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.
2. Zoom is only to be accessed by a device in a communal family space.
3. It should ideally be supervised by adult to deal with any technical difficulties.
4. Attendees should be dressed appropriately.
5. The meeting ID is to remain confidential and not to be shared to anyone that it was not designated to.
6. Recording, photos or screenshots of the Zoom meeting are not allowed by anyone attending/viewing the session.
7. The meeting will be attended by two members of school staff.
8. The Zoom meeting may be recorded by the hosting teacher and stored in line with the school GDPR and ICT policy if all participants have given consent.
9. The Zoom meeting will be locked by teachers 5 minutes after the start time so that it can only be accessed by authorised participants. Unfortunately, anyone arriving late to the meeting will not be able to gain access even with the meeting ID.
10. For participants some Zoom facilities will be disabled by the host teacher. This may include but is not limited to the screen record function, chat and screen share.
11. The same behaviour expectations that are set within a classroom apply to the Zoom meeting and the teacher retains the right to terminate a pupil's participation.
12. If the staff are concerned about a child's behaviour or the images seen on screen the school reserves the right to safeguard all children and remove that participant from the call.
13. Any recordings of the meeting which are shared with pupils on Tapestry may not be downloaded and shared anywhere else.
14. Zoom is an internet-based hosting site and relies on an effective broadband connection, whilst we will strive to ensure that Zoom meetings occur on time, if we lose connection we will attempt to establish it again as soon as possible.