

Safeguarding and Child Protection Policy

Covid-19 Addendum

Croyland primary School

January 2021

Headteacher	Lucy Deakin
Deputy Headteacher	Kelly Collins
Designated Safeguarding Lead	Lucy Deakin
Deputy Designated Safeguarding Lead	Kelly Collins Karen Jeffs Chris Baillie
Named Governor for Safeguarding	Tracy Elliot
Chair of Governors	Tracy Elliot
Designated Lead for Looked After and Previously Looked-After Children	Lisa Carroll
AHT inclusion/SEND/CO	Karen Jeffs
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1 Introduction

1.1 This addendum should be read alongside the school's main Safeguarding and Child Protection policy. It is for use during the partial school closures beginning on 5th January 2021.

1.2 Further information about the government's approach to COVID-19 can be found here: <https://www.gov.uk/coronavirus>.

2 Context

2.1 Following government guidance, **Croyland Primary School** closed to pupils on 5th January 2021, with the exception of children deemed to be 'vulnerable', or those with parent/s or carer/s who are critical workers.

2.2 Safeguarding and child protection remains an essential part of our duty of care to all our pupils and we have a responsibility to safeguard children, whether they are on-site or staying at home. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We continue to promote a culture of vigilance, where staff and visiting professionals act immediately if they have safeguarding concerns about a child. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.3 The purpose of this addendum is to;

- Ensure that children are protected from maltreatment or harm;
- Promote safeguarding and child protection;
- Demonstrate the school's commitment to keeping children safe whilst operating under emergency measures related to COVID-19;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm during this time; and
- Provide stakeholders with clear information relating to the school's safeguarding and child protection procedures during the COVID-19 outbreak.

2.4 All staff will be made aware of this addendum and updated regularly on further developments via the weekly staff bulletin.

2.5 This addendum will be reviewed and updated regularly to ensure that the school is compliant with;

- all relevant legislation and statutory guidance;
- government guidance relating to the COVID-19 outbreak¹; and
- guidance from the Local Safeguarding Children Partnership.

2.6 Scope

2.6.1 This policy applies to all teaching, non-teaching and professional visitors working in or on behalf of our school.

¹ See <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak> for further details.

2.6.2 All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

This policy applies to all staff, whether working on-site or at home.

3 The role of the Designated Safeguarding Lead

- Croyland Primary School has a Designated Safeguarding Lead (DSL) and four Deputy DSLs.
- The Designated Safeguarding Lead is: Lucy Deakin
- The Deputy Designated Safeguarding Leads are Kelly Collins, Karen Jeffs and Chris Baillie.
- Michelle Kirkwood is the Deputy Designated Safeguarding Lead for after school provision. This is however, closed to further notice,

3.1 A trained DSL (or deputy DSL) will be available on site each day. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via. In this instance an appropriate senior leader will take responsibility for safeguarding on site.

3.2 The DSL/DDSLS will continue to engage with social workers and attend all multi-agency meetings that can be done remotely.

3.3 All DSLs and DDSLS will keep up to date with the latest safeguarding information and guidance via e-bulletins, Local Authority e-bulletins and taking time to read and digest safeguarding developments.

4 Vulnerable Children

4.1 The school has given careful consideration to which children need to continue to attend school, in order to ensure children are safe and to minimise the spread of COVID-19.

4.2 Each child has been considered on a case by case basis in consultation with any relevant external agencies and the Local Safeguarding Children Partnership (where necessary) to establish if a child should be on site.

4.3 The school adheres to government guidance on vulnerable children. The school considers children to be vulnerable and may need to attend if they:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child.
- have an education, health and care (EHC) plan.
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - those at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers

- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and Local Authority's discretion including pupils and pupils who need to attend to receive support or manage risks to their mental health².

- 4.4 We strongly encourage vulnerable children to attend and continue to review their nonattendance through weekly phone calls.
- 4.5 Children other than those above may be considered vulnerable and some children will become vulnerable during the time that the school is closed. The school will continually review which children will attend school, in line with local and governmental guidance.
- 4.6 There is a government expectation that children with a social worker will attend a provision, **unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where parents/carers are concerned about the risk of the child contracting COVID-19,** professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- 4.7 All children with an EHC plan will be invited into school in line with government guidance. Decisions about how individual children are supported to engage in education will be made in discussions with parents and all relevant professionals. We strongly encourage children with EHC plan to attend and continue to review their nonattendance through weekly phone calls.
- 4.8 The AHT for Inclusion will work closely with teachers and other relevant staff to ensure that children with special educational needs and disabilities continue to receive appropriate support.
- 4.9 If vulnerable children are not attending school, we will notify their social worker) and agree the best way to keep in contact with them. Identified school staff will keep in contact with vulnerable children via phone, zoom and face to face contact at work drop off. The school will check if vulnerable children are able to access remote education support, will support them to access it (as far as possible) and will regularly check if they are doing so.
- 4.10 School will continue to work with professionals involved with children and share relevant information with them such as social workers, early help workers, therapists, counsellors and Virtual School Heads (VSH). This is especially important during the COVID-19 period. This will include information about attendance and any welfare concerns. If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.
- 4.11 For children who have existing vulnerabilities but who are not attending school, the school has assigned the DSL/DDSLs to calling allocated families weekly. All information is recorded onto My Concerns. The DSL/DDSL will meet remotely to review their phone calls, and family needs every two weeks.
- 4.12 In the event that we have to temporarily stop on-site provision on public health advice, we will inform the Local Authority to discuss alternative arrangements for vulnerable children and work towards welcoming back pupils as soon as possible, where feasible to do so.
- 4.13 All children will be contacted **are given the opportunity to attend a social zoom each week. Teachers are recording the names of those who attend, who they are receiving communication from daily and weekly. This information is recorded on a class spared sheet. Children and families, who are**

² <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

not engaging, are can be easily identified from this spreadsheet for teachers to call and support as necessary.

5 Attendance

- 5.1 The school adheres to government guidance, which states that parents should keep their children at home, if they can, and that schools and colleges should remain open only for children of critical workers and those deemed to be vulnerable.
- 5.2 As such, **our school will** not be following our usual attendance procedures and non-attendance will not be managed in the way that it normally would. Children should not attend unless **there is an agreement with the school.**
- 5.3 The school will record attendance in the usual school register. We will provide the Local Authority and the Department for Education (and with any commissioned provider in the case of Children in Care) with requested data as per local and government guidance.
- 5.4 The school will work with families and social workers to agree whether children should attend school or not. If it is agreed that a child should attend and they do not, the school will follow this up with parents/carers.
- 5.5 The school will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend.
- 5.6 If children who should be attending school develop symptoms or are required to self-isolate, parent should inform the school immediately and they will be asked to remain at home. In the event that this happens, we will **continue to support the child, family as above, depending upon their needs.**
- 5.7 The school will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.
- 5.8 In all circumstances where a vulnerable child does not take up their place at the school, or discontinues, we will notify their social worker where applicable.
- 5.9 (GDPR). However, this is not be a barrier to sharing information for the purposes of keeping children safe and safeguarding information will be shared lawfully, as necessary.

6 Children from other schools

- 6.1 In the event that children temporarily move to **our school** from another setting, we will request SEND and safeguarding and child protection information for that child, and details of support in place. This could include, but is not limited to, educational records, child protection files, Education and Health Care Plans (EHCPs), Child in Need Plans, Child Protection Plans, Personal Education Plans and details of professionals involved with the child.
- 6.2 For looked-after children, the change in school will be led and managed by the Virtual School Head with responsibility for the child (see front of policy for details) and the Designated Teacher for Looked-After and Previously Looked-After Children.
- 6.3 This information will be requested and should be sent to the school prior to the child's arrival
- 6.4 We will liaise closely with the Local Authority, the Virtual School and social workers in the event that a child moving to the school has either an Education Health Care Plan and/or is a Looked After Child.

We continue to operate under the Data Protection Act (2018) and the General Data Protection Regulation

7 Reporting a concern

- 7.1 All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site including online.
- 7.2 If a member of staff/professional visitor has any safeguarding concerns about a child, this will be reported to the DSL/DDSLs as soon as possible.
- 7.3 If the concern is urgent, the member of staff/volunteer will speak to DSL/DDSLs in person or via phone/video call if they are not on site, immediately.
- 7.4 In the event a member of staff/professional visitor cannot make contact with a DSL/DDSLs , this will not delay them taking immediate action to safeguard a child in line with school procedures.
- 7.5 Concerns will be recorded using existing school safeguarding processes as outlined in our Child Protection Policy.
- 7.6 Children are encouraged to report concerns via existing school systems, or to a trusted adult at home.
- 7.7 Parents/carers are encouraged to report concerns via existing school systems.

8 Allegations against staff

- 8.1 **Our school takes all allegations against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (2020) and guidance from the Local Safeguarding Children Partnership.**
- 8.2 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the **Chair of Governors (or equivalent)** without delay.
- 8.3 If a concern or allegation of abuse arises against any member of staff other than the Headteacher, it must be reported to the Headteacher without delay. **In the event that the headteacher is unavailable due to illness or other circumstance, concern must be reported to Kelly Collins.**
- 8.4 Allegations of abuse against staff should be not discussed directly with the person involved.
- 8.5 The Headteacher or Chair of Governors should consider if the allegation meets the threshold for Local Authority Designated Officer (LADO) intervention.
- 8.6 Concerns relating to a position of trust issue will be referred to the Local Authority Designated Officer within 24 hours.
- 8.7 If a child has suffered abuse or harm, a referral for statutory intervention will also be made.
- 8.8 In the instances where an allegation is dealt with internally, the Local Authority Designated Officer will provide information and support to **the school** in managing the allegation.
- 8.9 The procedure for whistleblowing is outlined in **our Croyland Primary School Whistleblowing Policy.**

9 Safeguarding training and staff induction

- 9.1 All existing school staff have had safeguarding training and have read part 1 and Annex A of Keeping Children Safe in Education (2020). The DSL will communicate with staff any new local arrangements, so all staff know what to do if they are worried about a child.
- 9.2 Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly..

10 Safer recruitment, volunteers and movement of staff

- 10.1 It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- 10.2 No new staff will be recruited through this period.
- 10.3 **Croyland Primary School** will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found in paragraph 179 of Keeping Children Safe in Education (2020).
- 10.4 **Croyland Primary School** will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per Part 3 of Keeping Children Safe in Education and the TRA's 'Teacher misconduct advice for making a referral'.
- 10.5 During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk
- 10.6 **Croyland Primary School** will continue to update the single central record and will log details of any risk assessment carried out on volunteers and temporary staff from other educational institutions.

11 Supporting children in school

- 11.1 **Croyland Primary School** is committed to ensuring the safety and wellbeing of all its pupils.
- 11.2 **Croyland Primary School** will 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.
- 11.3 **Croyland Primary School** 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 COVID-19.
- 11.4 **Croyland Primary School** will ensure that where we care for children of critical workers and vulnerable children on site, appropriate support is in place for them. This will be bespoke to each child and facilitated through our pastoral team.

12 Record keeping

- 12.1 As detailed in Keeping Children Safe in Education (2020), all concerns, discussions and decisions made, and the reasons for those decisions, should be recorded on My concern, or a CAR log. If in doubt about recording requirements, staff should discuss with the Designated Safeguarding Lead (or deputy).
- 12.2 We will review open cases regularly particularly during the duration of the partial school closure.
- 12.3 During school closure, staff at **Croyland Primary School**, will continue to use **My Concern as our recording system. This can be accessed by any member of staff working at home.**

13 Peer on Peer/Child on Child Abuse

- 13.1 **Croyland Primary School** continues to recognise and respond to cases of peer on peer (child on child) abuse by considering each incident on a case-by-case basis and basing any intervention on usual processes outlined within Keeping Children Safe in Education (2020).
- 13.2 **Croyland Primary School** recognises that the current circumstances and the changeable nature of current Government guidance may mean that our school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.

- 13.3 The DSL/DDSLs will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.
- 13.4 During this time, staff will continue to be vigilant in reporting any concerns relating to peer on peer abuse to the DSL.
- 13.5 The school's revised approach to peer on peer abuse is informed by the principles set out in Part 5 of Keeping Children Safe in Education (2020).

14 Online safety and remote learning

- 14.1 **The school recognises that continuing high quality pastoral support is vital to ensure that children are safe and supported. The school will provide remote pastoral support and education via year group zooms, personal phone calls, texts, emails and the celebration of pupil work through teacher daily interactions with their year group**
- 14.2 Our school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online. Children who are at home may be spending more time online and this increases their vulnerability.
- 14.3 **Our School** recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.
- 14.4 All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
- 14.5 Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- 14.6 Governors will review arrangements to ensure that they continue to be appropriate.
- 14.7 Online activity in school will be facilitated in line with our Acceptable use Policy.
- 14.8 For those children who are not attending school **staying safe online messages are continuously shared via their class teacher and the member of SLT responsible for Online safety provides updates as a collective via our school website and, individual support to families as required.**
- 14.9 **The school is legally required to provide suitable remote learning for children whilst they are out of school. We are using technology to deliver learning to pupils who are at home. In order to ensure that children are safe when learning online, teachers make explicit the websites and resources the children must use to support their learning.**
- 14.10 **All communication with learners and parents/carers will take place using only school/class email addresses to parents/carers.**
- 14.11 Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- 14.12 **Croyland Primary School** will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 14.13 Staff and learners will engage with remote teaching and learning in line with our remote teaching expectations.
- 14.14 When delivering remote learning, staff at **Croyland Primary School** will:
- Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - Where possible, pre-record content.

- 14.15 If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:
- Staff will record the length, time, date and attendance of any online lessons/contact held or made.
 - Live sessions will involve at least two members of staff where possible.
 - Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
 - Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
 - Staff will agree online behaviour expectations with learners at the start of lessons.
 - Staff will revisit our Acceptable use of Technology Policy with learners as necessary.
 - All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
 - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
 - Where possible, other household members should not be in the background or in shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- 14.16 Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
- Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
 - National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- 14.17 Staff have received updated safeguarding training to ensure that they are equipped with the skills to keep children safe when using technology for remote learning.
- 14.18 Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.
- 14.19 A list of useful sources of information relating to online safety is including in Appendix A of this addendum.

15 Supporting children learning at home

- 15.1 **Croyland Primary School** will continue to ensure the safety and wellbeing of all children and young people that remain on the school/college roll.
- 15.2 All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- 15.3 There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those whom DSLs have concerns about who do not receive a statutory service.
- 15.4 This could include telephone contact and/or doorstep visits. The way that this communication is managed is at the discretion of the DSL.
- 15.5 **Croyland Primary School** and the DSLs will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site.
- 15.6 Any plans will be reviewed regularly and if concerns become significant, the DSLs will consider any requests for support if considered appropriate.

- 15.7 **Croyland Primary School** recognises that this is a difficult time for children who consider **school** as a safe place and the current situation may impact on learners', staff and parent/carers' mental health.
- 15.8 The **school** will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Appendix A – Online Safety Resources

Support for schools implementing remote learning

<https://swgfl.org.uk/resources/safe-remote-learning/>

Support for professionals when using videos and/or live streaming

<https://static.lgfl.net/LgflNet/downloads/digisafe/Safe-Lessons-by-Video-and-Livestream.pdf>

Support for children and parents

Childline – www.childline.org.uk

UK Safer Internet Centre to report and remove harmful online content – www.reportharmfulcontent.com

CEOP (to make a report about online abuse) – www.ceop.police.uk/safety-centre

Internet Matters (for support for parents and carers to keep their children safe online – www.internetmatters.org

London Grid for Learning (for support for parents and carers to keep their children safe online) – www.lgfl.net/online-safety/

Net-aware (support for parents and carers from the NSPCC) – www.net-aware.org.uk

Parent info (for support for parents and carers to keep their children safe online) – www.parentinfo.org

Thinkuknow (advice from the National Crime Agency to stay safe online) – www.thinkyouknow.co.uk

UK Safer Internet Centre (advice for parents and carers) - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>