



## Child Protection and Safeguarding: COVID-19 Addendum

(Whole School Including EYFS)

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<b>Responsible:</b>	Designated Safeguarding Lead		

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## Important Contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Matthew King	<a href="mailto:kingm@orleyfarm.harrow.sch.uk">kingm@orleyfarm.harrow.sch.uk</a> 07740404078
Deputy DSL	Samantha Loubon	<a href="mailto:loubons@orleyfarm.harrow.sch.uk">loubons@orleyfarm.harrow.sch.uk</a>
Headteacher	Tim Calvey	<a href="mailto:head@orleyfarm.harrow.sch.uk">head@orleyfarm.harrow.sch.uk</a>
Local Authority Designated Officer (LADO)	Janice Miller	<a href="mailto:Janice.Miller@harrow.gov.uk">Janice.Miller@harrow.gov.uk</a> Tel: 020 8736 6435 Monday – Friday For any other days please contact the Golden Number: 020 8901 2690 (out of hours: 020 8424 0999)
Chair of Governors	Colin Hayfield	<a href="mailto:headspa@orleyfarm.harrow.sch.uk">headspa@orleyfarm.harrow.sch.uk</a>

## **1. Scope and Definitions**

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our three local safeguarding partners HLSB, Harrow Chief Officer of Police, and Harrow clinical commissioning groups.

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 published 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**

The school will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, the school is 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 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 is essential that unsuitable people do not 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.

All staff are reminded that they 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**

The school 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.

If our DSL (or their deputy) cannot be in school, they can be contacted remotely by phoning 07740404078.

The school will keep all school staff and volunteers informed by email if a change to the DSL (or deputy) is required and will provide detail of how to contact them.

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

The Pastoral Safeguarding Group will ensure that the senior teacher in charge of the school will be able to:

- 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**

The school will continue to update this addendum where necessary, to reflect any further guidance from:

- Our three local safeguarding partners.
- The local authority about children with Education, Health and Care (EHC) plans, the Local Authority Designated Officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need.

#### **6. Monitoring Attendance**

The exception to this is where any child we expect to attend school during the closure does not attend, or stops attending. In these cases, the school will:

- Follow up on their absence with their parents or carers, by phone call.
- Notify their social worker, where they have one.

The school is using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

#### **7. Peer-on-Peer Abuse**

The school 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 by contacting the school's DSL.

## **8. Concerns About a Staff Member or Volunteer**

The school 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.

The school 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).

The school will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency by using the email address [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Support for Children Who Are Not 'Vulnerable' But Where the School Has Concerns**

The school has the option to offer places in school to children who do not meet the Department for Education's definition of 'vulnerable', but about whom we have safeguarding concerns. The school will work with parents/carers to do this.

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**

The school has contact plans for children with a social worker and children about whom we have safeguarding concerns, for circumstances where:

- They will not be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this would not be in the child's best interests); or
- They would usually attend but have to self-isolate.

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact.

We have agreed these plans with children's social care where relevant, and will review them every 3 weeks. If we cannot make contact, we will contact children's social care.

### **10.2 Safeguarding All Children**

Staff and volunteers are aware that this current difficult circumstance potentially put 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. 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.

### **11.2 Outside School**

Where staff are interacting with children online, they will continue to follow our existing Code of Conduct/e-safety and IT Acceptable Use policy. The policies below will work alongside our Remote Learning policy which will include details of how appropriate safeguarding practices will be used in remote learning – for example, where staff are sharing pre-recorded videos or are making video calls or phoning pupils.

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.
- Firefly advice [LINK](#).

## **12. Mental Health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils with daily contact from the form teacher/tutor and the school counsellor.

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 are not 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 Child Protection policy (and this addendum)
- Keeping Children Safe in Education part 1

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our Child Protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

### **13.3 Keeping Records of Who is 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 Register up to date. We will use the Single Central Register to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## **14. Monitoring Arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the Local Authority or Department for Education is updated, and as a minimum, it will be reviewed every four weeks by Matthew King, Deputy Head Pastoral. At every review, it will be approved by the Governor responsible for Safeguarding.

## **15. Links with Other Policies**

This policy links to the following policies and procedures:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- IT Acceptable Use policy
- Health and Safety policy
- Online Safety policy
- Whistle-blowing policy
- Anti-bullying policy