



Hughenden Primary School

Working together, Empowering Lives, Enriching Minds

Child protection and Safeguarding: COVID-19 addendum

Approved by: Governing Body January 2021

Next review due by January 2022 (as required)

Spring Valley Drive, Hughenden Valley, Bucks, HP14 4LR

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Email: office@hughendenprimary.co.uk

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Joanne Garlick	office@hughendenprimary.co.uk 01494 562501 or 07568 663110
Deputy DSL (s)	Julie Wainwright Sam Shafique	office@hughendenprimary.co.uk 01494 562501 or 07568 663110
Headteacher	Joanne Garlick (Interim)	office@hughendenprimary.co.uk
Local authority designated officer (LADO)	LADO Bucks	01296 382070 secure-LADO@buckinghamshire.gov.uk .
ROLE	NAME	CONTACT DETAILS
Chair of governors	David Sparks	governor@hughendenprimary.co.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 Thames Valley Police and Bucks NHS Trust and local authority (LA) namely Buckinghamshire Council.

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 an education, health and care plan (EHCP)
- Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority

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.

They can do this using CPoms our online system and if not able to access this then speak to any of the DSL's (listed above) either in person or via 01494 562501.

We also have an Emergency Phone which is manned at all times by a trained DSL: 07568 663110

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.

A member of our Senior Leadership Team will always be on site when school is open and will be able to contact a DSL at all times.

A DSL is on Duty at all times and can be contacted using the own mobile numbers or the Emergency Phone which is: 07568 663110

We will keep all school staff and volunteers informed about how to get in touch with a DSL at any time. We aim to have someone on site whenever school is open.

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

The following guidance is currently in place: not yet received from Buckinghamshire Council.

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. We are following guidelines issued by DFE in January 2021 on the coding of attendance. We run check in sessions regularly for all children not in school and staff monitor attendance at these sessions. They will contact a DSL with details of those not attending or those not competing work.

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 phone and or email.
- Notify their social worker, where they have one.

We are currently reporting attendance to our Local Authority Buckinghamshire County Council and the Department for Education's daily online attendance form and will use this to help us 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. We have spoken with Parents about this to ensure details are correct.

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 using the current procedures of CPoms or calling a DSL.

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 may contact a DSL, the Head teacher, Chair of Governors or LADO. The LADO may be contacted on 01296 382070

Any allegations will be undertaken using the current procedures with adaptations as necessary. The Chair of Governors may choose to delay an investigation if they believe that no child or adult is at any risk and there is no chance that evidence will be destroyed. He may ask witnesses to record their version of events in writing and submit these to the investigating 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. 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 and will include children currently on Child Protection Plan. We will make regular contact with families who have involvement of Family Support Service e.g. weekly.

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

If we can't make contact, we will contact the social worker or if very concerned 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.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Code of Conduct and IT acceptable use policy. All interactions should take using ClassDojo, Microsoft Teams or Zoom which can be monitored by Senior Leaders. If staff are speaking with children on an individual basis they should record the conversations for their own protection and keep a record of the date / and time of the virtual call or ask a colleague to join the conversation for their own protection.

Pre-recorded videos can be made to support learning but must be shared using ClassDojo or E Schools and not sent from personal E mail addresses. Staff should remain mindful and adhere to the schools Code of Conduct and Acceptable Use policies. All school devices are managed centrally and a record of all internet access is recorded whether this takes place in school or elsewhere. Staff should not be making direct contact with children or their Parents except through E-Schools or ClassDojo or with the express agreement of the headteacher / deputy headteacher

Where Pastoral Team are speaking to children or talking via video link this will be done at all times with another member of staff present. A record of all these conversation should be put onto CPoms.

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

School will remind parents and carers about Safer Internet use and signpost to the school website where details may be found.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. The DSL team will make contact with these children. They may be offered video calls, which will be completed in pairs. A record of any conversation will be kept on CPoms.

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 assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. We currently have 2 staff seconded for other local schools.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

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

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

13.4 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. The DfE attendance register also records the number of adults working in school each day

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 staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

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.

There are not currently any children attending alternative settings.

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 half term by Joanne Garlick, Headteacher and DSL. At each update, it will be approved by Local Governing Body.

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