



# Somerford Primary School

## Child Protection Policy Addendum – COVID 19 Version 2

**Written :** 22 May 2020

**Date to be reviewed:** As new guidance comes out during pandemic

**Written by:** Helen Frampton, Headteacher and Designated Safeguarding Lead, in conjunction with 'Coronavirus (COVID 19): Safeguarding in schools, colleges and other providers (27 March 2020 and 20 May 2020)

**Reason for addendum:** Interim safeguarding guidance was released by the government on 27 March 2020 as a result of the partial school closures during the COVID 19 pandemic. The school needs to have due regard to this.

Somerford Primary School has remained partially open to ensure that critical workers and vulnerable children can, where required, attend school. The Local Authority is supporting the school in this effort.

Interim safeguarding guidance was released by the government on 22 May 2020 as a result of more children planned to return to school. The school needs to have due regard to this.

All staff and volunteers will be made aware of this addendum and will be emailed a copy. A copy will also be placed on the communication board in the staffroom. If any revisions are made, an updated copy will be sent. The addendum will also be on the school website.

### **Keeping Children Safe in Education**

This is a statutory document and Somerford Primary continues to have regard to this as per our legislative duty to ensure school is a safe place for those children attending. However, how the school is operating in response to COVID 19, may mean some processes are different to normal.

Some important safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in school has a safeguarding concern about any child they should continue to act and act immediately
- A DSL or deputy must be available

- It is essential that unsuitable people are not allowed to enter the children's workforce and / or gain access to children
- Children should continue to be protected when they are online

Somerford Primary School takes a whole institution approach to safeguarding and this appendix will be shared and discussed with all staff. This will allow us to satisfy ourselves that any new processes in response to COVID 19 are not weakening or undermining our Child Protection Policy.

The school's risk assessment for reopening the school from 1<sup>st</sup> June is linked to the school's Child Protection Policy.

### **Child Protection Policy**

Somerford Primary School has an effective Child Protection Policy reflecting our usual safeguarding practices. However, this addendum summaries any key COVID 19 related changes.

The school continues to have due regard to updated advice from the local three safeguarding partners.

- PNNS will continue to be sent to school from the police as long as no 'out of office' reply is received
- School Nursing Team are not carrying out any face to face work at this time
- Social care meetings such as CIN meetings are not being carried out face to face at this time

The school continues to have due regard to updated advice from the LA regarding children with EHCPs.

- Currently all annual reviews have been postponed
- The school will make all reasonable endeavours to meet the provision in the EHCP
- A risk assessment has been carried out for all children with EHCPs to assess whether their needs can be met at home or if they should be encouraged to attend school

The school continues to have due regard to updated advice from the LADO.

- None received to date

The school continues to have due regard to updated advice from children's social care regarding reporting mechanisms, referral thresholds and children in need

- Social care meetings such as CIN meetings are not being carried out face to face at this time
- No other updates received to date

### **Reporting concerns**

As more children return to school, staff and volunteers may identify new safeguarding concerns about individual children as they see them in person

If staff and volunteers have any concerns about a child, the processes have not changed. The concern must be logged on My Concern. If the concern is urgent, this must also be communicated to the DSL directly, either in person or by telephone. Staff and volunteers will be reminded that there is a continued importance to act on any concerns and to act immediately.

Given the very different circumstances the school is operating in, it will be harder to establish concerns around peer on peer abuse. However, the process for managing any report of such abuse will be the same. These will be logged on My Concern and the DSL will take advice from the MASH if necessary. Supporting the victims will be more challenging if the child is not

attending school. In these cases, the child would be considered vulnerable and a place in school would be considered.

### **Designated Safeguarding Lead**

Helen Frampton remains as the DSL and Jeremy Wallace, Luke Thorne and Chris Walsh are deputy DSLs. All 4 of the team are available for work and not placed in a bubble. Therefore, it is expected that there will always be a DSL on site.

If this changes and there is no DSL on site, one of the team will be on call and a senior member of staff will take the lead in school. This might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and / or to carry out statutory assessments at the school. The DSL will be available via telephone.

The DSL and deputy DSLs have not been placed in 'bubbles' so they will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return.

The DSL and deputies will provide support to teachers and pastoral staff to ensure that contact is maintained with children and their families who are not yet returning to school. At Somerford Primary, this will primarily be achieved through the weekly phone call. This will either be made by the class teacher or a designated TA. Staff will try to speak directly to the child to help identify any concerns. Staff will either call from a school phone or will withhold their number if using their personal phone.

All DSL training is currently in date. The DSL and deputies continue to do what they reasonably can to keep up to date with safeguarding developments such as reading the BCP fortnightly safeguarding newsletter and attending BCP remote DSL briefings.

### **Safeguarding records**

It is important to ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate. We will continue to work with parents to do all we reasonably can to ask parents and carers to advise us of any changes regarding welfare, health and wellbeing that we should be aware of before a child returns. The class teacher has been making weekly phone calls to every child and their parent so these changes have been monitored throughout the partial closure

### **Children in care**

It continues to be important for Somerford Primary School to work with, and support children's social workers and the LA Virtual School Head for looked after and previously looked after children. We currently have two siblings who are in foster care in BCP. Rachel Darley is the Designated Teacher and is the first contact for communication. Their PEP has been completed remotely during the school closure.

### **Concerns about a member of staff or volunteer**

If a member of staff or volunteer has concerns about a member of staff or volunteer who may pose a safeguarding risk to children, these will continue to be reported to the Headteacher. If the Headteacher is not in school, she can always be contacted by telephone (07778119928). If a member of staff has concerns about the conduct of the Headteacher, they will contact the Chair of Governors ([jstevens@somerford.dorset.sch.uk](mailto:jstevens@somerford.dorset.sch.uk)).

Somerford Primary School has set up arrangements to support children we are concerned about – vulnerable children who are not attending the school's provision.

### **Vulnerable children**

Ensuring that vulnerable children remain protected is a top priority for the school. Vulnerable children include those who have a social worker, Young Carers and those with an EHCP plan.

Children with a social worker have been offered a place in the school's provision. The school will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID 19 period.

A 'Safeguarding Response' document has been created by the Leadership Team and shared with all relevant staff. This document lists all of the vulnerable children not attending school with the reason for the school's concern. Children have been assigned a priority – 1,2 or 3 according to their level of need.

Priority 1 children will be called daily, Priority 2 children will be called twice a week and Priority 3 children will be called once a week. Staff members have been assigned to make the calls.

If no contact has been made after 3 attempts, two members of staff will carry out a door step welfare visit. If no contact can be made at the home, the DSL will contact the MASH for advice.

All other children are called once a week by their class teacher and any concerns raised from these calls will be logged on My Concern.

Teachers continue to encourage children to be safe online through Marvellous Me messages, emails and their weekly phone calls. Any concerns about online behaviour will be logged on My Concern.

This system will remain in place during the partial reopening for those children who are not attending.

### **Attendance**

Attendance of vulnerable children is expected, where it is appropriate for them (no shielding concerns and / or following a risk assessment for children with an EHCP) so they can gain the educational and wellbeing benefits of attending. Vulnerable children in any year group who have not previously been attending in the recent period are expected to return to school.

- for vulnerable children who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable
- for vulnerable children who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment
- for vulnerable children who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable

Somerford Primary School will not be completing our usual day to day attendance processes to follow up on non attendance. We will agree with families whether children will be attending the school's provision and then we will follow up on any child that we were expecting to attend, who does not.

On agreement of a place, parents are asked to complete a registration form which confirms emergency contact numbers and asks for additional emergency contact details where they are available.

If a vulnerable child with a social worker does not take up their place at school, we will notify their social worker.

From 1 June we will resume taking our attendance register and will continue to complete the online Educational Setting Status form which gives the Department for Education daily updates on how many children and staff are attending.

### **Staff training**

All existing staff and volunteers have had safeguarding training and have read Part 1 of KCSiE. Any new processes will be reflected in this addendum and shared via email.

### **Safer recruitment, volunteers and movement of staff**

It remains essential that people who are not suitable are not allowed to enter the children's workforce or gain access to children. Any recruitment of new staff will follow the Safer Recruitment processes already in place. In response to COVID 19, the DBS has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face to face contact.

Where new staff enter the school, they will be provided with safeguarding induction.

If Somerford Primary School uses volunteers, we will continue to follow the checking and risk assessment processes already in place. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Somerford Primary School will continue to follow our legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. The school will also continue to consider and make referrals to the TRA (Teaching Regulation Agency) and these will be made via email during COVID 19.

Somerford Primary School will ensure the Single Central Record is maintained and updated throughout this period.

### **Children moving schools**

When children move to a new school, such as Year 6 moving to their secondary schools, it is important for us to continue to do whatever we reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable. For looked-after children, any change in school will be led and managed by the virtual school head with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution will, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible virtual school head is).

This will ideally happen before a child arrives at their new school and, where that is not possible as soon as reasonably practicable. Any exchanges of information will happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators for children with EHC plans.

### **Mental Health**

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. The school is aware of this in setting expectations of pupils' work at home. Information about support available has been shared with all parents and these are reinforced during the weekly phone calls from class teachers. Any concerns about a child's mental health will be logged on My Concern initially.

Where more children are returning to school from 1 June, the school will ensure support is in place for them. Staff are skilled in identifying who may need additional support and we have a

graduated approach to support at Somerford Primary School. Our Pastoral Lead has not been placed in a 'bubble' so he is available. We also have an ELSA in school and a play psychotherapist available for remote support during this period.

### **Online safety**

It will be more important than ever as more children return to school that Somerford Primary School provides a safe environment, including online. The school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school's IT systems or recommended resources. The school buys in to remote technical support and they will continue to maintain safe IT arrangements.

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.

The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face. Local authorities may also be able to provide support.

Internet Matters vulnerable children in a digital world-report may help governing bodies, proprietors, senior leaders and DSLs understand more about the potential increased risks some groups of children can face online.

The UK Safer Internet Centre's professional online safety helpline, email [helpline@saferinternet.org.uk](mailto:helpline@saferinternet.org.uk) or telephone 0344 381 4772 provides support for the children's workforce with any online safety issues they face.

The NSPCC Learning website also provides useful support and training opportunities for professionals.

BCP is also able to provide support.

### **Children and online safety away from school and college**

Somerford Primary School will be doing everything the school reasonably can to keep all of our children safe. The majority of children will still not be physically attending the school so it is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made to children's social care and as required the police.

The school will pay due regard to any guidance issued by the DfE on providing education remotely.

Somerford Primary School will consider the safety of all children when they are asked to work online. The school has a Code of Conduct which includes acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy will apply equally to any existing or new online and distance learning arrangements which are introduced. The school has issued a Communication Policy to all teachers to highlight the key points for the current COVID 19 situation.

Somerford Primary School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

The school will ensure children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this will also signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

We will be in regular contact with parents and carers. Those communications will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school or college (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In our communications with parents and carers, the school will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online
- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet Matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Government has also provided:

- [support for parents and carers to keep children safe from online harms](#), includes advice about specific harms such as online child sexual abuse, sexting, and cyberbullying
- [support to stay safe online](#) includes security and privacy settings, blocking unsuitable content, and parental controls

This support has been shared with parents.

**This document will be shared with all staff, and if updated, reissued with a version number and date on.**