



CHILD PROTECTION ADDENDUM SEPTEMBER 2020

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Helen Morris	h.morris@burley.hants.sch.uk and/or h.morris@sopley.hants.sch.uk 01425 403375 (Burley School Number) 01425 672343 (Sopley School Number)
Deputy DSL	Nannette Allies	n.allies@sopley.hants.sch.uk l.lillis@burley.hants.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sandra Paice (Sopley Site) Georgina Biddle (Burley Site)	s.paice@sopley.hants.sch.uk g.biddle@burley.hants.sch.uk
Executive Head Teacher	Helen Morris	h.morris@burley.hants.sch.uk and/or h.morris@sopley.hants.sch.uk
Local authority designated officer (LADO)	Barbara Piddington	01962 876364
Chair of governors	Maria Speirs	Contact via: 01425 403375 (Burley School Number) 01425 672343 (Sopley School Number)

1.Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19. It reflects updated advice from our 3 local safeguarding partners, Hampshire County Council, West Hampshire Clinical Commissioning Group, Hampshire Constabulary and local authority (LA) Hampshire.

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 definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
 - With a child protection plan
 - With a child in need plan
 - Looked after by the local authority

- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children’s social care services
 - Adopted
 - At risk of becoming NEET (‘not in employment, education or training’)
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable at the provider and LA’s discretion

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, both for children continuing to attend or returning to school and those at home.

Reporting of concerns should be undertaken in line with the current Safeguarding and Child Protection Policies. Concerns should be recorded in CPOMS, using the Hampshire Safeguarding Thresholds and professional judgement and knowledge of the child at the center of the reporting/referral.

It is important that safeguarding concerns are reported immediately and that direct and immediate contact is made with a DSL trained member of staff if there is a risk of immediate and significant harm, judged against the thresholds and in weighing the protective and risk factors.

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 telephone.

Mobile telephone numbers are available via the school office and staff contact sheets.

We will keep all school staff and volunteers informed as to who will be the DSL (or deputy) on any given day, and how to contact them.

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

On occasions where there is no DSL (Executive Head Teacher) or deputy DSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Sandra Paice/Georgina Biddle. You can contact them by their e-mail addresses in the contact list of this addendum. They can also be contacted via telephone.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- 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
- Liaise and work with the HSLWs to ensure that staff safeguard each other, as well as children and, so that immediate and effective action can be taken.

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

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers, by following our Attendance Policy, including the following actions:
 - Endeavour to make telephone contact with the parent/carer on the first day of absence where no contact/reason for absence has been supplied.
 - Carry out home visits if a pupil is absent and school have been unable to contact the parent and obtain a reason for absence.
 - Send attendance letters to parents to include issuing Fixed Penalty Notices if appropriate.
 - Monitor pupils whose attendance is below 96%.
 - Meet weekly with the Pastoral Lead to discuss poor attendance.
 - Notify their social worker, where they have one

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 will audit our records to ensure that there are at least two contacts for each child and we will write to parents to remind them to update the schools if/when there has been a change of details to any of their designated contacts.

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 – about both children attending school and those at home.

Any concerns about this should be recorded and reported in line with the Safeguarding and Child Protection Policies.

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 – whether those concerns are about staff/volunteers working on site or remotely.

Concerns regarding a member of staff should be recorded and reported in line with our Safeguarding and Child Protection Policies, as well as policies for Whistleblowing.

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. Contact plans

We will create contact plans for children with a social worker, and other 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

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week and recorded within CPOMS.
- Which staff member(s) will make contact – as far as possible, this will be staff who know the family well. In the first instances this will be the HSLW, who will communicate weekly with the Senior Leadership Team about each case.
- How staff will make contact – this will be over the phone in the main and home visits will be carried out where necessary and with a risk assessment having been carried out. No member of staff will carry out a home visit alone.

We have agreed these plans with children's social care where relevant, and will review them in line with new guidance/every 4 weeks.

If we can't make contact, we will discuss this with senior leaders and DSL trained staff, review each case and make a referral to Children's Service, in line with safeguarding thresholds and professional judgements and, knowledge of the child/children and family.

We will do this using an IARF or, if it is judged there is a risk of immediate and significant harm by phoning:0300 555 1384 Out of Hours – 0300 555 1373

In an emergency situation we will contact the police by dialing 999.

10. 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 line with the procedures set out in section 3 above, in line with our Child Protection and Safeguarding Policies and Procedures.

10.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and deputy) will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are not yet returning to school. The HSLWs will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families and/or being unable to make contact with them
- Seeming more withdrawn during any class check-ins or video calls
- Prior knowledge and any previous reports regarding the family
- Knowledge of the child/children and their families

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

We have an ICT and Computing Lead within the school, relevant policies with reference to safe use of social media, the internet and acceptable use of ICT, including anti-bullying and anti-cyber-bullying policies.

The IT across the schools are also supported by Agile for ICT.

The school website actively promotes online safety, with a wealth of advice, guidance and contact information for where there may be concerns around online safety.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use ICT policy.

If staff are in a position of conducting home learning beyond uploading materials to the school website/Facebook page and are engaging in video lessons. These will be pre-recorded, vetted and then uploaded as appropriate.

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, in line with our Safeguarding and Child Protection Policies.

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. This will be done through class and year group assemblies, information on the school website, materials around the schools and, a culture of safeguarding that actively encourages children to be able to talk to adults and/or each other about any concerns that they may have.

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

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Staff will have thought carefully about the mental health of children and their well-being within their planning, teaching and learning.

Staff will draw upon the SCARF materials as adopted by the schools.

Staff will receive training and development with regards the Behaviour Policy and associated Behaviour Addendum, so that these can be executed consistently and positively.

Where appropriate the schools have the services of ELSAs and a Pastoral Lead.

Some children will have Individual Behaviour Plans.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Where children are not attending school, support via ELSA/Pastoral Lead/Class Teachers and Leaders where necessary can be carried out by telephone and/or Teams.

We will also signpost all pupils, parents/carers and staff to other resources to support good mental health at this time, via our communications, the school website.

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

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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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. These will be undertaken by the Executive Deputy Headteacher.

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

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

14.1 New and 'on loan' staff induction

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection and safeguarding 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

14.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

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

16. 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.

17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum of every 4 weeks by the Executive Head Teacher. At every review, it will be approved by the full governing board

This policy links to the following policies and procedures:

- Child protection policy and Safeguarding policy
- Staff Behaviour and Code of Conduct
- IT acceptable use policy

- Health and safety policy
- E- safety policy
- Attendance policy
- Whistleblowing policy