



# **Cedars Primary School**

## **Child protection and safeguarding: COVID-19 addendum**

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| <b>Approved by:</b> | Lisa Munday | <b>Date:</b> 23 <sup>rd</sup> March 2020 |
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## Important contacts

| ROLE   | NAME   | CONTACT DETAILS  |
|--|--|--|
| Designated safeguarding lead (DSL)   | Lisa Munday (Head)                                     | 07557025957<br>Lisa.Munday@cedars.milton-keynes.sch.uk   |
| Deputy DSLs  | Claire McGarragh (Deputy Head)<br>Rachel Alger (SENCO) | 07962349826<br>Claire.McGarragh@cedars.milton-keynes.sch.uk<br>07483221732<br>Rachel.Alger@cedars.milton-keynes.sch.uk |
| Designated member of senior leadership team if DSL (and deputy) can't be on site | Lisa Munday (Head)                                     | Refer to details above   |
| Headteacher  | Lisa Munday  | Refer to details above   |
| Local authority designated officer (LADO)  | Jo Clifford  | <a href="mailto:lado@ilton-keynes.gov.uk">lado@ilton-keynes.gov.uk</a><br>01908 254300                                 |
| Chair of governors   | Kate Warren  | <a href="mailto:office@cedars.milton-keynes.sch.uk">office@cedars.milton-keynes.sch.uk</a><br>01908 610561             |

## 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: MK Local Authority, relevant clinical commissioning groups and the Chief Officer of Police.

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 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

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.

Concerns must be verbally reported to the DSL (Lisa Munday) or deputies (Claire McGarragh or Rachel Alger)

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. If our DSL (or deputies) can't be in school, then the SLT member (if not DSL trained) will contact the SLT member on call if a safeguarding issue is raised. If concerns need to be raised about a member of SLT acting as DSL that day, Lisa Munday is to be contacted. If concerns are raised about the DSL (Lisa Munday) then the LADO must be contacted. See the phone numbers listed in the '**Important contacts**' section at the start of this addendum.

At present we do not share a DSL with another school.

We will keep all school staff and volunteers informed by updating the School's **On-site Education Rota** and if necessary emailing them, as to who will be the DSL (or deputy) on any given day. Staff are aware of how to contact them and their numbers are listed on an Emergency Telephone Tree.

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 or deputy on site, the Headteacher Lisa Munday will take responsibility for co-ordinating safeguarding.

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

## 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

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.

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 phoning them on the day they are absent.
- ✚ Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to 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. All parents have completed a Key Worker and Vulnerable Child Agreement and this is stored centrally.

## 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 to the DSL Lisa Munday who will carry out any investigations and seek advice on how to support victims during the school's closure.

## 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 to the DSL (Lisa Munday). If concerns are raised about the DSL, then the local authority designated officer (Jo Clifford) must be contacted. The LADO will carry out an investigation - see 'Important Contacts' section at the start of this addendum.

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](mailto: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. A list of 'vulnerable' pupils has been agreed and distributed to all Teaching Staff. The pupils have been categorised as: **Red** - those pupils who are at most risk of harm or neglect and have the fewest protective factors (e.g. those with a child protection plan); **Amber** - pupils who are at a moderate risk of harm, with some protective factors (e.g. pupils identified as a 'child in need', and those with a social worker); and **Blue** – those who we have some concerns, or the pupil has previously been at 'red' or 'amber' and still needs to be monitored or they have medical or EHC requirements. The DSL and deputy DSLs will contact the families **at least once a fortnight** to check all is well if the children are not accessing **On-site Education Provision**. Details of this contact will be recorded on a Safeguarding Record of Contact document. This document will be regularly reviewed by the Senior Leadership team. Concerns will be shared immediately with the DSL (Lisa Munday).

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 contact 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:

- ✚ Which staff member(s) will make contact – Lisa Munday
- ✚ How they will make contact – via the telephone
- ✚ How often the school will make contact – the school will telephone at least once a fortnight. Social Worker will be in contact with the families as often as required and will keep school updated. Details of this contact will be recorded on a Safeguarding Record of Contact document.
- ✚ We have agreed these plans with children's social care where relevant, and will review them as required
- ✚ If we can't make contact, we will contact children's social care or 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. These will be monitored by our Computer Technician who will take advice from the Local Authority if Cedars Primary School requires a contingency plan.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Safer Code of Conduct and IT acceptable use policies.

When Cedars Primary School launches its online learning provision (May 2020) guidance on acceptable use of technology, staff/pupil relationships and communication, including the use of social media will be written and distributed to all Teaching staff to ensure appropriate safeguarding practices are adhered to.

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

This will be communicated to parents via Parent Mail and newsletters.

## 12. Mental health

We will signpost all pupils, parents and staff to other resources to support good mental health at this time. A Mental Health and Well-Being Team has been established at Cedars Primary School and is taking an active role. Relevant mental health materials will be communicated to parents/carers on the school's website, through Parent Mail or newsletters.

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. The School Business Support Manager will be responsible for these checks.

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.

We will continue to keep our single central record up to date.

We will complete a DfE status register and submit it before 12 pm each day. Additionally, we have a School Closure Care Staff Rota which details which SLT, Teaching, Support, Site/Admin, Lunch Time Supervisor are working in our school each day. Staff 'on loan' and volunteers would be added to this Rota only if they have received all the necessary safeguarding checks, induction and training (as in sections 13.1, 13.2 and 13.3).

## 14. Children attending other settings

If 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.

## 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 4 weeks by Lisa Munday. At every review, it will be approved by the full governing board.

## 16. Links with other policies

This policy links to the following policies and procedures:

- ✚ Child Protection Policy
- ✚ Child Gone Missing on or Off Site
- ✚ Intimate Care Policy
- ✚ Lockdown Policy
- ✚ First Aid Policy
- ✚ Mental Health Policy
- ✚ Online Safety and Acceptable Use of IT Policy
- ✚ Supervision Policy
- ✚ Staff Safer Code of conduct -
- ✚ Whistle-blowing policy
- ✚ Attitudes and Behaviour Policy

