



Wingfield

PRIMARY SCHOOL

Child Protection Safeguarding Policy – addendum in response to COVID-19

Reviewed policy agreed by GB on:	June 2020
Reviewed policy shared with staff on:	June 2020
Policy to be reviewed again on:	July 2020

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Ross Silcock	rsilcock@wingfield.compassps.uk
Deputy DSL	Yasmin Melehi	y melehi@wingfield.compassps.uk
Other contactable DSLs	Alyssa White	awhite@wingfield.comapssps.uk
	Holly Ingram	hingram@wingfield.compassps.uk
Headteacher	Ross Silcock	rsilcock@wingfield.compassps.uk
Local authority designated officer (LADO)	Catrin Gruffydd Jones	childrens-LADO@royalgreenwich.gov.uk 0208 921 2351
Chair of governors	Alexandra Wasik-Hyde	aleksandrawasik.uk@gmail.com

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the Greenwich agreed multi-agency arrangements put in place by the three

safeguarding partners (health, social care and police) and local authority (LA) Royal Borough Greenwich

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. It is vital that all concerns should continue to be reported via MyConcern and followed up with a conversation with a DSL.

Any concerns about a non-Wingfield Primary School child who maybe attending our school needs to be referred immediately to the DSL on the school site and a concern will need to be completed (see appendix 1)

If you feel the out of hours concern is an emergency, please contact the MASH help line directly on **0208 854 8888**

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

A trained DSL or deputy DSL is available on site. Details of important contacts are listed in the 'Important contacts' section at the start of this addendum.

In the unlikely event that the DSL (or Deputy DSL) is not available, a senior leader will take responsibility for co-ordinating safeguarding. This will be Alyssa White. You can contact them by: awhite@wingfield.comapsps.uk or alternatively please contact a member of the Compass Executive Leadership Team: Michelle Bernard – mbernard@compassps.uk

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

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

The following guidance is currently in place:

- MASH will operate a S47 child protection service and Covid 19 related emergencies only.
- Referrers for children with other levels of need will be informed to re-refer if safeguarding concerns emerge or if concerns remain at the end of the crisis.
- Visits to the most vulnerable children and young people will be prioritised and video and voice calls will take place for those in need of a service.
- There will be no face to face meetings and initial child protection conferences will not be held but instead a Child Safety plan will be put in place following strategy discussions where child protection concerns are discussed.
- Review Child Protection Conferences and reviews for children in Greenwich's care will be virtual with input from agencies via email or telephone. Reports will still need to be submitted and partners have received instruction on how to do this via email.

6. Monitoring attendance

Whilst attendance for the identified year groups is not mandatory, it is vital to stress to parents that if they have chosen for their child to return, they must attend consistently unless ill or a member of their household has Covid 19 symptoms.

Usual absence procedures must be implemented for children whose parents have taken up a school place. If a child is expected to attend and does not:

- Call Parents/carers
- Call other emergency contacts

- Contact known family and friends
- If contact is not made within 24 hours either undertake a home visit or phone the police to request an emergency welfare check. When undertaken welfare checks, please ensure appropriate risk assessments have taken place, considering social distancing and travel.

To support the above and have an easily accessible emergency contact in case of illness, when communicating with parents and carers confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, the school should notify their social worker.

The DfE has introduced a [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school.

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.

Prevention:

- Learning will continue to be set remotely that supports the development of Relationship and Health, Education at an age appropriate level

Where peer on Peer abuse is reported:

- Inform a DSL or member of SLT
- If on Google Classroom or Showbie place temporary restrictions on the child's account to inhibit their ability to chat to their peers

A DSL/Member of SLT will

- Contact the perpetrators parent/carer and discuss what has taken place
- Where possible speak to the child
- Speak to the victim and their parents
- Log the incident according to school policy

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.

- If you have a concern about a member of staff or volunteer please contact the headteacher, Ross Silcock, immediately
- If there is an allegation or concerns raised against the Headteacher, then the Chair of Governors, Alexandra Wasik-Hyde, must be contacted, alternatively the LADO, **Catrin Gruffydd Jones** in their absence.

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.

Use of personal mobile phones

Where possible any non-emergency communication through the day between the 'Bubble' and leaders, administration team should take place via email or using radios.

In order to ensure 'Bubbles' are able to remain isolated and maintain emergency contact, the following temporary adaptations to the Staff Code of Conduct section on staff use of personal mobile phones has been made.

- The 'Bubble' lead will ensure the administration team have an up to date mobile number in case of an emergency
- Mobile phones may be used in the case of a school-based emergency
- Only calls from school or emergency services may be taken in the presence of children
- Calls of a personal nature must not be taken
- Please log the day, time and nature of any call made or received
- Personal mobile phones must not be used to take or store pictures of anyone or anything at school
- A breach of these rules is deemed to be very serious and may result in the right to use a personal mobile phone being withdrawn, suspension, disciplinary investigation and disciplinary action

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 children and families who require regular check-ins will be in place
- All families on the list will be made aware of the importance for the regular contact
- Vulnerable children will be spoken to on at least a weekly basis
- A log of all contact will be kept centrally (My concern, Teams, SharePoint)
- Any concerns raised during these calls will be reported via my concern and relayed to a DSL
- Where contact has not been successful schools will risk assess and either:
 - Try all other forms of contact expressing the need to urgently make contact
 - Undertake a home visit
 - Contact known family members/friends
 - If the family is still not contactable the decision to either request a police welfare check or make a mash referral will need to be considered
- It is important that the list is reviewed regularly and remains fluid throughout this period

- Any vulnerable child whose parents/carers have decided not to send into school needs to be added to the out of school contact procedures

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

It is important that we remain in close contact with outside agencies during this period. Our plans include:

- Social workers of vulnerable children need to be informed of pupil attendance (those children on a child protection plan, or who are looked after). If the parent/carer of the child has taken the decision for them not to attend the social worker must be informed.
- Any concerns raised need to be relayed to the social worker immediately
- Reports requested for child protection conferences will be sent within the requested timescales
- Where possible school will attend virtual meetings as requested

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

Online safety procedures will continue for those children who remain in school. Although the school has opened to wider groups of children, the children who will not be physically attending the school, it is important that all staff who interact with them, including online, continue to look out for signs a child may be at risk.

Prevention:

- Learning will continue to be set remotely that supports children's understanding of online safety at an age appropriate level
- Information will be shared with parents to support their knowledge of online safety
- Regular updates to reinforce the importance of being safe online will be shared with parents and children

Reporting:

- Children are encouraged to report concerns to their parents in addition to reporting them directly to their teacher via the online learning platform in use
- Any concerns should be reported by staff via my concern in accordance with the Safeguarding policy
- DSL's/SLT will make contact with the child's parents to discuss the concerns raised
- Where appropriate referrals should still be made to children's social care and the police as required

GDPR

- All online learning tools and systems are in line with privacy and data protection/GDPR requirements.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Code of Conduct, Acceptable use of Internet and Digital Technology Policies and Behaviour for Learning Policies.

If online learning includes any form of live streaming/videoing teachers must ensure:

- Parent consent has been obtained
- be mindful of your surroundings, ensure any personal photos etc are not in view
- Consider background noise that may be heard by children
- ensure others who you may live with are not present in the room during lessons
- ensure you dress appropriately for school
- ensure you are in control of the screen
- save the video/chat content

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

12. Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents.

In order to support we will:

- Be aware of this in setting expectations of pupils' work where they are at home
- Provide online learning activities to support children's mental well being
- Ensure we are in regular contact with vulnerable children and parents
- Ensure parents have a means to make contact with the school
- Share websites and helplines to support children and parents

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where schools and trusts are utilising volunteers, they should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Please note that under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

13.2 Keeping records of who's on site

Staff:

- The DBS details of all staff must be received prior to them being allowed onsite. Photo ID will be requested and checked
- Host school will provide safeguarding and health and safety induction

Children:

Prior to admission the home school shall provide:

- Parent/carer contact details
- Medical Care Plans
- Toileting and intimate care plans
- EHCP/IEP
- Pen portrait of child
- Brief family history/context/safeguarding indicators
- Details of social worker
- Shift/rota working
- Transfer and knowledge of previous safeguarding concerns
- Online learning logins
- Collection arrangements
- Lunch arrangements

GDPR does not prevent the collection of information necessary to safeguard children

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

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.

Appendix 1

Covid 19 CHILD PROTECTION RECORD – Report of a Concern – non-Compass child			
Date of record:		Date of incident:	
Name of referrer:		Role of referrer:	
Child's name		D.O.B.	
<p>Details of concern</p> <ul style="list-style-type: none"> • <i>use body map if appropriate (with advice of Designated Lead)</i> • <i>use initials for other children / young people involved, unless there is a specific need to name them in full</i> • <i>contemporaneous notes, if taken, may be attached to this form</i> 			
Reported to:		Signed:	
<p>To be completed by DSL Action Taken:</p>			