

COVID-19 school closure and student return arrangements for Safeguarding and Child Protection at Vandyke Upper School

Addendum 2. 15th June 2020

Policy owner : Vickie Ruston

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Vickie Ruston	01525 636700 rustonv@vandyke.cbeds.co.uk
Deputy DSL	Lauren Steel	01525 636700 steell@vandyke.cbeds.co.uk
Deputy DSL and Senco	Tracy Beckwith	01525 636700 beckwitht@vandyke.cbeds.co.uk
Headteacher	Tim Carroll	01525 636700 carrollt@vandyke.cbeds.co.uk
Chair of governors	David Packer	01525 636700 office@vandyke.cbeds.co.uk

1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19

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 will 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 student immediately. It is still vitally important to do this, both for student's continuing to attend or returning to school and those at home.

Where staff have a concern about a student either attending school or working from home they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead and the Headteacher. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they must report the concern to the DSL and the Headteacher immediately.

Concerns around the Headteacher should be directed to the Chair of Governors: David Packer.

4. DSL and deputy DSL arrangements

There will be a trained DSL or deputy DSL on site during school hours. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

All staff have been made aware to contact the DSL, Deputy DSL or Headteacher immediately to report any concern.

We will ensure that the DSL and deputy know who the most vulnerable children in our school are.

The DSL and deputy will:

- Identify the most vulnerable children in school
- Update and manage CPOMS and 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
- Coordinate and access other agencies for any support for students as necessary.

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:

- 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 following the amended guidance from the Local Authority. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

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

- Follow up on their absence with their parents or carers, by a telephone call home from our year team staff.
- Notify their social worker, where they have one.
- Ensure any appropriate referrals or support is actioned.

7. Peer-on-peer abuse

We recognises that during this period a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMS and appropriate referrals made.

8. Concerns about a staff member

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 working on site or remotely.

Where staff are concerned about an adult working with children in the school, they must report the concern to the DSL and the Headteacher immediately to ensure appropriate and prompt action.

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 with vulnerable students

The DSL will be responsible for liaising with year teams and the Send team to ensure regular contact is made for all vulnerable children including those with EHCP plans or with a social worker, and other students who we have safeguarding concerns about. All contact will be recorded on CPOMs and any concerns with missed contacts will be actioned accordingly.

10. Safeguarding all students

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..

10.1 Students returning to school

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

Staff and volunteers will be alert to any new safeguarding concerns as they see students in person and ensure these concerns are referred to the DSL.

10.2 Students at home

The school will maintain contact with students who are not yet returning to school. Staff 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
- Seeming more withdrawn during any class check-ins or video calls

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

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.

Where staff are continuing to interact with students online they will continue to following the guidelines in the COVID-19 School closure safeguarding and child protection addendum 1.

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
- › Share safeguarding and support services on the school website and contact details for the DSL

12. Mental health

12.1 Students returning to school

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

These concerns will be referred to the DSL and deputy and they will refer for extra support as required from appropriate agencies and the school counsellor.

12.2 Students at home

Where possible, we will continue to offer our current support for student mental health for all students offering phone access to one of the school counsellors

We will also signpost all students' parents/carers and staff to other resources to support good mental health at this time through the school website and update letters home from the Headteacher.

When setting expectations for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both student'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.

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 staff induction

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

14.2 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.

16. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated. At every review, it will be approved by the full governing board.

