Safeguarding and Child Protection Policy

Covid Annex - Hill View Primary

Version: 1	Date: June 2020
Next Review Date:	September 2020
Written by:	Head-teacher

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Miss Victoria Buckland	office@hillview.bournemouth.sch.uk 01202 514109
Deputy DSL	Ms Jo Smith	office@hillview.bournemouth.sch.uk 01202 514109
Other deputy DSL(s):	Mr Kris Winthorpe Mrs Louise Knapper	office@hillview.bournemouth.sch.uk 01202 514109
Headteacher	Miss Victoria Buckland	office@hillview.bournemouth.sch.uk 01202 514109
Local authority designated officer (LADO)	Laura Baldwin or John Mclaughlin	lado@bcpcouncil.gov.uk 01202 456744
Chair of governors	Mr Jeff Bray	WORK 01202 965232 MOBILE 07977 822641

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Pan Dorset Safeguarding Partnership: accountability for the Pan-Dorset Safeguarding Children Partnership rests with Dorset Police, Dorset CCG, Bournemouth, Christchurch & Poole Council and Dorset Council with a "shared and equal duty" to engage with all other "relevant agencies" working with children and young people to ensure a coherent approach to the wider, local safeguarding system.

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 must continue to act on any concerns they have about a child immediately. It is still vitally important to do this, both for children still attending school and those at home.

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 DSLs 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 deputies) can't be in school, they can be contacted remotely by email through:

- office @hillview.bournemouth.sch.uk – marked safeguarding
- calling the main office on 01202 514109

We will keep all school staff informed via staff handbook 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 or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. You can contact them by emailing office@hillview.bournemouth.sch.uk – marked 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

The following guidance is currently in place:

> From May 18th the BCP Children's services First Response Hub will be the single point of contact for all referrals to Social Care and Early help - Telephone Number: 01202 735046 and Email: childrensfirstresponse@bcpcouncil.gov.uk

> From 1st June, schools are opening to Years R, 1 and 6; this will be dependent on space available for social distancing and Risk Assessment. Currently HVPA will be opening to children in Reception and will be considered attending full time.

6. Monitoring attendance

From 1st June we will be completing modified DfE attendance registers using specified codes and following our usual procedures to follow-up on non-attendance for all children - this includes children in eligible year groups, children of critical workers and vulnerable children. All attendance will be reported to the Local Authority and Academy.

Follow-up procedures will now include 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 parents, and if necessary, leaving a voicemail asking them to contact the school.

> 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 – a named member of the office staff is responsible for this.

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. We will follow the guidelines as set out in our Safeguarding and Child Protection policy.

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.

There will be no volunteers allowed into the school during this time.

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. 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. These may be children who:

- Have a pending EHCP application

- Have previously had Social Care involvement

- Have Early Help Support

- Are Young Carers

- Where school have received notifications of PPN reports

- Where staff have raised concerns

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. 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

Each child has an individual plan which sets out:

> How often the school will make contact – this will be at least once a week

> Which staff member(s) will make contact – as far as possible, this will be staff who know the family well

> How staff will make contact – this will be over the phone, or through video calls

> If specific help is needed in order to support their learning

We have agreed these plans with children's social care where relevant, and will review them as needed.

If we can't make contact, we will contact children's social worker, contact children's social care or the police.

11. Safeguarding all children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff 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.

For children at home, they 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

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

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

If IT staff are unavailable, our contingency plan is that the Head-teacher will be informed and no pupils will access the internet until the problem is remedied.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct and E-Safety policy with IT acceptable use agreement

- When phoning or video-calling children, staff will do this from school, using school equipment and in a public environment
- All home-learning, including pre-recorded videos made by staff to share with children is checked by a Deputy DSL
- All home-learning videos are shared through HVPA private You Tube video link and is only available to families whose children attend Hill View Primary Academy.

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.

13.3 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
- Provide an online "helpline" for parents regarding home-learning for any queries/requests etc., monitored by a deputy DSL
- Know where else they can go for support to keep their children safe online – we have set up an online "Worry Box" that is protected and where children can share their worries. This will be monitored by DSLs and worries will be followed up on in an appropriate way. Updated safeguarding support and help for parents will shared via our newsletters and website.

13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

This includes an on-line "Worry Box" for children to use, extra telephone support for children and parents by DSLs, teachers and office staff.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

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.

In school, there will be regular opportunities given to pupils to share their thoughts and experiences with adults and each other. There will be draw and talk sessions planned as well as regular Jigsaw or PSHE lessons delivered.

14. Staff recruitment, training and induction

14.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults 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.

14.2 Staff 'on loan' from other schools

We will not be using staff "on loan" from other schools.

14.3 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

14.4 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.

15. Children attending other settings

At present, we do not have any 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.

16. 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 4 weeks by DSL.

17. Links with other policies

This policy links to the following policies and procedures:

> Safeguarding and Child Protection policy

> Staff code of conduct

> IT acceptable use agreement

> Health and safety policy and Learning Environment Manual

> E-safety policy