COVID - Child Protection Addendum

1. Scope and definitions

This addendum sets out changes to our normal Safeguarding (Including 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 and our Hub School Protocol (Appendix 1)

Unless covered here, our normal Safeguarding (Including 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 (September 2019). Although, due to the COVID-19 crisis, 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) to deal with safeguarding concerns and any other matters pertaining to child protection
- 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 immediately on any concerns they have about a child/young person. It is still vitally important to do this, both for children still attending school and those at home.

In the event of a safeguarding concern arising on site at Marston Vale Middle School where the children/young people present are only from that school, previous reporting procedures remain in place.

However, on our school 'hub' sites where staff from different schools lead and manage the site on a rota,those on site staff will immediately contact the Headteacher and/or Designated Safeguarding Lead or Deputy Designated Safeguarding Lead from the child/young person's home school (the school at which the child/young person is registered and on roll) about whom the concern has been raised. The contact details for the Headteachers and/or Designated Safeguarding Leads and Deputy Designated Safeguarding Leads of each school are displayed in the hub school.

For children/young people who are at home, where there are previous safeguarding concerns, each school has formulated a RAG rated system which determines the frequency of contact that will take place with the child/young person's family; this agreed contact will be made by members of each school's welfare team and records of all contact recorded accordingly. Any concerns that arise from this contact will be dealt with in line with ordinary safeguarding procedures, including referring to Children's Services where appropriate or contacting other professionals involved with the family, such as a Social Worker.

Furthermore, a continuous dialogue will take place between Social Workers allocated to each school's families and the welfare team, in order that both parties can keep abreast of concerns.

In the event that a child/young person expected by a home school to attend one of the school 'hubs' does not arrive, contact will be made by the on site staff with the attendance lead designated by the the home school of the child/young person in order to report the absence. The absence will then be followed up by the Headteacher or the school's Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and reports to Social Care made if required.

4. DSL (and deputy) arrangements

There will always be DSLs for each school who can be contacted and have responsibility for safeguarding students on their home school's roll, as per normal procedure.

If the DSL or deputy for any child/young person's home school is not on site they can be contacted remotely; either directly (see details above) or via the Headteacher of that school. However, if contact cannot be made for some reason, the Headteachers from all of the Trust schools have provided the contact details for all DSLs in Chiltern Learning Trust in a shared google document (safeguarding Google Sheet) and these can be accessed by contacting a member of the Trust's Central Team.

The rota that has been established for delegating the leadership and management of our hub school sites to each contributing school in turn, also determines the responsibility for liaison with each child/young person's home school during that rota period.

When a school is in the leadership role for a hub school site it is the responsibility of that school's Headteacher, via their Senior Leader on site to liaise with the home school's DSL (or deputy) to make sure they (the senior leader on site) can:

- Identify the most vulnerable children in school
- Follow up on any absences of key worker and vulnerable children
- 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 contacting the Headteacher of the school at which the child is registered, who will arrange for contact to be made with home but not by home visit
- Ensure the home school notifies their social worker, where they have one
- If appropriate, the home school will report the absence to Children's Services

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

Each child/young person's home school 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 of this information is held within our shared documentation (safeguarding Google Sheet) that can be accessed by all Headteachers of schools on the hub school rota

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.

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.

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. This includes children we have risk assessed as vulnerable, who may have had a social worker in the past or where they have not met the threshold for referral or where staff still have 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 devised by each school, which sets out:
  - ➢ How often the school will make contact
  - ➢ 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 via email
  - ➢ The action that the school will take if contact with a family cannot be made

11. 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.

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

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. We will continue to use our XMA ticketing system for IT support.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy and IT acceptable use policy

Staff should not be using personal emails or live streaming of lessons. Only pre-recorded lessons with consideration of the environment the staff member is using have been allowed and there is no expectation to do this. Staff and pupil relationships should remain professional and all rules regarding online safety and social media apply. Staff should use email communication and block their phone numbers if required to make a telephone call from home.

Staff will continue to be alert to signs that a child may be at risk of harm online, acting 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 websites 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 achieved via newsletters and emails to parents, as well via our websites and school social media.

13. Mental health

Where possible, we will continue to offer our support for pupil mental health for all children and young people.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. This will include the Government's COVID-19 guidance on supporting children and young people's mental health and wellbeing

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.

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 and volunteers who work in our schools are safe to work with children.

We will continue to follow our safer recruitment procedures and will adhere to 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.

However, new staff must still present the original documents when they first attend work at any of our schools.

We will continue to do our usual checks on new volunteers and undertake 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 from other non Trust schools

We will assess the risks of non Trust staff working in our hub schools as the leadership and management rota dictates, and seek assurance from the home school that staff have had the appropriate checks. The CEO will gain verification from each Headteacher of non Trust schools that all appropriate checks and training are in place. We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

All non Trust schools who are accessing the Hub schools for the potential placement of children/young people and therefore responsibility for a duty on the leadership and management rota will comply with the Trust's Child Protection Policy and this COVID – 19 Addendum.

14.3 Safeguarding induction and training

We will make sure all 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 Safeguarding (Including Child 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 from non Trust schools 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

14.4 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. All of which is logged on our safeguarding spreadsheet or via a log of site staff kept by the Director of Operations.

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 from non Trust schools

  Details of any risk assessments carried out on staff and volunteers

15. Children attending a setting which is not their home school

Where children are temporarily required to attend another setting or hub school, the home school will make sure any relevant welfare and child protection information is provided via the Trust's safeguarding Google Sheet.

Wherever possible, the home school's 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
- Summative details of 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

This information must be shared before the child arrives in the hub or other setting.

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, every 3-4 weeks by trustees and trust central team.

17. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding (including child protection) policy
- Staff code of conduct

- IT acceptable use policy
- Health and safety policy
- Online safety policy
- GDPR
- Whistleblowing

18. Further government guidance

https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19

https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

April 2020

Hub School Protocol

The purpose of this document is to set out the respective roles and responsibilities of schools remaining open to accommodate students **(the hub school)** on their roll and schools that have now closed **(home schools)** and want access to the hub for eligible students who are, or could be, hosted by it.

Home schools who do not have eligible students currently or consistently in attendance may wish to agree to reserve access to the hub because key workers from those schools could return to work after a period of isolation, or parents could gain employment in the coming weeks as a key worker, or indeed become a volunteer.

The overarching objective is to enable schools to continue to provide for children of key workers and vulnerable children, as defined by Government, and to do so while protecting the health of students and of staff within the hub, taking account of the need to reinforce social distancing in education settings.

The Trust's Director of Operations will continue to review and to disseminate Government guidance where it has an impact on the operation of the hub and this protocol will be reviewed and developed further as necessary.

The Trust's Chief Executive has established a rota of schools. Each school will in turn be responsible for leading the hub, appointing your own senior leadership and teaching staff, including a trained first aider, for a period of 3 days irrespective of the home school of students attending, whether indeed the rota school has any students present. The 3 day period will include a handover period between schools.

Each school must provide Emma Gough by email (egough@chilternlearningtrust.org) with details of the staff who will be attending, including first aid cover. If a home school does not have a trained first aider available, please advise Emma and the Trust will broker cover from other schools.

Daily student attendance and other data returns to Government and LAs will be completed by a nominated member of school staff from Chiltern Academy, Linslade and Lark Rise, now used as the site for the hub. This will not be a responsibility delegated to each school through the rota. Home schools that are closed, whether or not with students attending the hub, will register as closed on the DfE data return.

Hub schools

The **hub school site will be led in turn by each school for its rota period.** That leadership role will include responsibility for;

- Use of home school contact data and pupil data provided via a shared google sheet (attached data sheet illustrates information required)

- Maintaining an emergency contact list on site

- Daily review against the daily expected student attendance list provided by home schools via the shared google sheet

- Informing the home school attendance lead of any changes to the expected attendees (ie absent pupils or an additional non listed child) and any student for whom a risk assessment concludes that future non attendance is appropriate

- Providing teaching staff, DSL and first aid trained staff

- Communication with the leadership of home schools

- Meeting and greeting pupils at the start of the day

- Ensure pupils are safe on site and follow the public health advice

- Monitoring the education behaviour and provide support to staff where needed

- Ensuring that suitable access to the school site is provided

- Managing staff and student arrival, subject to hub health screening as agreed

- Ensuring procedures for visiting staff are available, are visible on site and followed

- Ensuring a printed copy of the Trust's Safeguarding Policy is available on site and made visible to visiting staff

- Enforcing site cleaning routines with site staff and contractors

- Providing internet connectivity for student and staff devices

- Following guidance for implementing social distancing in schools for students and staff

- Safeguarding procedures are followed and issues recorded on site and reported to the home school's DSL

- Providing a daily contact point as necessary with parents/carers of attending students

Home schools

- Will provide home school contact data and pupil data to the hub via a shared google sheet (attached data sheet illustrates information required)

- Home school data held by the hub will include a DSL, Senco and attendance contact that you will retain on call (this data must be provided through the google data sheet shared with Head teachers, whether you have any students in the hub or not)

- Will complete the daily expected student attendance list to the hub school via the shared google sheet

- Will have risk assessed vulnerable students for their suitability for placement in the hub, providing additional staffing cover if necessary for each day that the student is present, irrespective of which school is on rota to lead the hub

- Will provide details of the staff who will be attending for their rota period to Emma Gough by email (egough@chilternlearningtrust.org), including first aid cover

- Will make initial communication with the parents/carers of any student to be hosted in the hub, advising also that pupil data has been transferred for safeguarding purposes (attached example parent/carer letter)

- Provide at least a day's notice to the hub lead of any likely changes to student attendance (ie new joiner, change in shift pattern, etc)

- Share information with the LA/social care team/virtual school about vulnerable pupils who were expected to attend the hub but are absent

- Follow up with parents/carers on advice from the hub of other absent students and any student for whom a risk assessment concludes that future non attendance is appropriate.

- Liaise with student transport as necessary to redirect students to the hub

- Provide learning materials and devices as necessary for students to access at the hub

- Contribute as requested and required, surplus cleaning, hygiene and consumables for use in the hub