

Child protection and safeguarding: COVID-19 addendum

BARHAM PRIMARY SCHOOL



EMBEDDING EXCELLENCE

Approved by:	Daksha Thanki (Chair of Governors)	Date: 13/01/2021
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Important contacts

Role	Name	Email
Designated Safeguarding Lead: DSL	Natalie Dweh	safeguarding@barham.brent.sch.uk
Deputy Designated Safeguarding Lead: DDSL (who have taken training to the same standard as DSL)	Tina Murray Jayshree Thakore Nyasha Brackett-Thomas Elisabeth Hicham Margaret Narcisse.	All staff have been issued with contact details
Brent Family Front Door	Duty Social Worker	All referrals should be made through Brent Family Front Door: family.frontdoor@brent.gov.uk 020 937 4300 Option 1
Local Authority Designated Officer: LADO	Yvonne Prince	LADO: 02089374843 or the Child Protection Team administrator on 02089373783 brent.lado@brent.gov.uk
Chair of Governors	Daksha Thanki	All matters should continue to be raised through the Clerk (Anji Turner) via admin@barham.brent.sch.uk or via post to: Daksha Thanki Chair of Governors c/o Barham Primary School

1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects updated advice from our local safeguarding partners and from Brent local authority (LA). This includes 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.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who are at risk of significant harm or 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 by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately by logging this as an incident on CPOMS
- A designated safeguarding lead (DSL) or deputy (DDSL) 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, both for children at school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the BPS Safeguarding and Child Protection 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 call or email Natalie Dweh the Designated Safeguarding Lead and/or attached phase Leader (DDSL). 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 should report the concern to the DSL and/or headteacher without delay. If there is a requirement to make a notification to Karen Giles the headteacher whilst away from school, this should be done verbally and followed up with a call/email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: **Daksha Thanki**

As a reminder, DSL 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. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) can't be on site, they can be contacted remotely by phone (see table above) or by email: safeguarding@barham.brent.sch.uk

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. All incidents should be logged on CPOMS immediately.

The senior leader will be responsible for liaising with our 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
- The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely via Microsoft Teams.

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

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

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend LIVE online learning sessions via google meets unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to

attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

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

- Follow up on their absence with their parents or carers, by telephone call
- 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. We will make contact via telephone call, school text message and/or ClassDojo.

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.

Any incidents should be logged using CPOMS under the correct category so this can be followed up by the DSL immediately.

8. Concerns about a staff member, supply teacher 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/supply teachers/volunteers working on site or remotely.

Where staff are concerned about an adult working with children in the school, they should report the concern to the DSL and/or headteacher without delay. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors: Daksha Thanki

If you have an allegation against a professional, please contact the Principle Child Protection Advisor/LADO on 02089374843 or the Child Protection Team administrator on 02089373783. LADO enquiries can also be directed to brent.lado@brent.gov.uk or through the Brent Family Front Door.

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 plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

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, via ClassDojo, Google Meets, doorstep visits, or a combination of all, please see below:
 - Children will be at home accessing our online learning offer daily, many have also been given a home learning pack to supplement this.
 - DSL or DDSL is available on-site, but if not 'available to be contacted via phone or online video'.

- Remote education offer includes both 'recorded and live direct teaching time, and time for pupils to complete tasks and assignments independently' via google classroom and ClassDojo. This enables children to be seen and spoken to daily.
- DSL will liaise with the named Associate Headteachers who all have overarching responsibility for the quality and delivery of remote education in their phases.
- Social workers are updated and notified about vulnerable children who need to self-isolate to agree 'the best way to maintain contact and offer support to the vulnerable child or young person.'
- DSL will check that all vulnerable children are 'able to access remote education support and supported them to access it by providing a device (if needed) and to regularly checking if they are doing so.'

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

If we can't make contact, we will raise the alarm by contacting children's social care or the police.

10. 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.

10.1 Children returning to school

The DSL (or deputy) 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 children return.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

The school will maintain contact with children who are at home. 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 via Google Meets

11. Online safety

11.1 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 to contact Natalie Dweh responsible for Remote Education at Barham.

Staff is committed to ensuring the safety and wellbeing of all its students.

Barham will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Staff will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

Barham will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and be recorded on CPOMS.

Where Barham Primary School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the senior leadership team, as this could possibly lead to a full closure.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy.

It is important that all staff who interact with children, including online using Google Classroom/Meets and ClassDojo, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the Remote Teaching and Learning Guidelines.

Staff will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual/live lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time (no longer than 45mins), or the streaming may prevent sibling from attending their live lesson and/or the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms such as Google Classroom/Meets, ClassDojo or telephone to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Staff are aware of our acceptable use of technology, staff/pupil relationships and communication, including the use of social media are all mentioned in Barham Online Safety policy. We are ensuring appropriate safeguarding practices are being followed in our approach to remote learning by pre-recording videos to share on Google Classroom and ClassDojo. Staff are making video calls or phoning pupils daily to ensure they are accessing the remote learning.

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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

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

We will continue to provide support, either in school or from specialist staff or support services as children transition from home to school when they return to school.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils by offering counselling over the phone or face-to-face sessions via Zoom.

We will also signpost all pupils, parents/carers 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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum. This should be recorded under the Vulnerable category and the 'Mental- Health' subcategory.

13. Staff and volunteer recruitment

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

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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 183-188 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.

New staff and volunteers will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education (2020).

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 3-4 weeks by Natalie Dweh (DSL). 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:

- Barham Safeguarding & Child Protection policy
- Barham Staff Code of Conduct
- Barham Acceptable Use Policy
- Barham Health and Safety Policy
- Barham Online Safety policy

Support from the Brent Local Authority

The Multi Agency Safeguarding Hub (MASH) also known as the Family Front Door is the Brent Central Safeguarding Team. They will provide support and guidance as appropriate to enable the DSL to carry out their role effectively. DSL can contact the MASH Consultation Line (professional only) on 02089372228 Monday – Friday from 9am-5pm.