



## Child Protection Policy – COVID 19 Addendum - January 2021 St Paul’s CE Primary School, Brentford

**Staff Member responsible for policy:** John Wright (Headteacher)

**Governor responsible for policy:** Sara Ward

**Adopted by:** Full Governing Board

**Adopted on:** Remote acceptance via email

**Next Review:** See section15

### Contents

Important contacts .....	1
1. Scope and definitions.....	2
2. Core safeguarding principles .....	3
3. Reporting concerns.....	3
4. DSL (and deputy) arrangements .....	3
5. Working with other agencies.....	3
6. Monitoring attendance .....	4
7. Peer-on-peer abuse .....	5
8. Concerns about a staff member, supply teacher or volunteer.....	5
9. Contact plans .....	5
10. Safeguarding all children .....	6
11. Online safety .....	6
12. Mental health .....	7
13. Staff and volunteer recruitment.....	8
14. Safeguarding induction and training .....	8
15. Monitoring arrangements.....	8
16. Links with other policies .....	8

### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	John Wright	020 8560 3297 head@stpauls.hounslow.sch.uk
Deputy DSL	Corinne Lee	020 8560 3297 clee92.313@lgflmail.org
Designated member of senior leadership team if DSL (and deputy) can't be on site	Chris Cossar (Deputy Head)	020 8560 3297 ccossar.313@lgflmail.org
Headteacher	DSL – see above	

ROLE	NAME	CONTACT DETAILS
Local authority designated officer (LADO)	<p>Hounslow has two Local Authority Designated Officers (LADO)</p> <p>Sarah Paltenghi Tel: 0208 583 3423/ 07970198380 Email: sarah.paltenghi@hounslow.gov.uk Working days: Monday-Wednesday (9:00am-5:00pm).</p> <p>Grace Murphy Tel: 0208 583 4933 Email: grace.murphy@hounslow.gov.uk Working days: Wednesday- Friday (9:00am-5:00pm)</p>	
Chair of governors	Glenn Greene	chair@stpauls.hounslow.sch.uk
Early Help Hounslow (referral and advice)		<p>020 8583 6600 option 2 (working hours)</p> <p>020 8583 2222 (out of hours)</p>

The working procedures and protocols for Education Welfare have been revised in light of the National Lockdown – January 2021. These updated arrangements reflect the move to remote learning for the vast majority of pupils, changes to attendance recording and altered priorities that arise from this for Education Welfare. (See section 5).

## 1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA).

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 assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:

- children and young people on the edge of receiving support from children’s social care services or in the process of being referred to children’s services
- adopted children or children on a special guardianship order
- those at risk of becoming NEET (‘not in employment, education or training’)
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- care leavers
- others at the provider and local authority’s discretion including pupils and students who need to attend to receive support or manage risks to their mental health

## 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
- 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, both for children at school and those at home.

The DSL and ADSL are on the school site every school day and should be contacted by telephone.

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 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 the SBM and any member of the SLT.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Chris Cossar, Deputy Headteacher, You can contact them by telephone: 020 8560 3297, email: ccossar.313@lgflmail.org.

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

## 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

The following guidance is currently in place:

EWO Updated procedures and referral process:

In addition to the temporary changes to the Education Act 1996 that no longer require pupils to attend school between 7th January to 6th February 2021, temporary changes were also made to EWO statutory duties making it clear that we will not be able to issue Penalty Notices for non-attendance or follow any legal sanctions at this time.

However, the Education Welfare Service (EWS) is operating remotely and can be contacted by telephone or email. The EWS duty line is operational on

0208 583 2622, between the hours of Monday to Friday 08:30 – 16:30.

EWOs will support schools to encourage the parents/carers of vulnerable children to support their children to attend their education provision where appropriate. With regard to concerns about children who are known to Children's Social Care (CIN, CP or LAC), we ask that in the first instance you contact the allocated Social Worker. For all other children where you have concerns and you cannot contact a child, the EWS will contact families by telephone and video call. The exceptions to this will be where safeguarding concerns remain following a risk assessment from the school, which deems a face to face contact visit necessary. You do not need to complete a CFAN to request a telephone call, please email your allocated EWO providing the parent's details, which must include contact telephone numbers/email address copying in [EWSDuty@hounslow.gov.uk](mailto:EWSDuty@hounslow.gov.uk).

As I am sure you understand, failure of a pupil to access remote learning does not meet the criteria for a contact visit, however, you can contact your allocated EWO who will discuss with the parent/carer the importance of engagement with learning. Please note EWS have no statutory powers to enforce this.

Referrals for Term Time Leave (TTL), can only be actioned by EWS with a Warning Letter for TTL where this was taken prior to the Christmas break. Please follow the EWS TTL procedure (in this case a CFAN is required).

Existing open referrals for non-attendance at your school will remain open and regular welfare calls to the family will be made by the EWO.

The EWOs will continue to resource the MASH on a daily basis and you may be contacted about specific cases.

## 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.

On Monday 4<sup>th</sup> January 2021, The Prime Minister announced a new national lockdown, to reduce community transmission of the COVID 19 virus. This included closing schools nationally to all but the children of critical workers and vulnerable children. All pupils who are not identified in this category are now expected to stay at home and access their education through remote learning. The school records their attendance using code X. The school has established procedures, in line with government guidance in [Restricting attendance during the national lockdown: schools](#)

The school has identified children of Critical workers and vulnerable pupils and has offered on-site provision for these pupils. Parents in these categories who wish for their child not to attend the provision should make a request for leave of absence, which the DfE expects schools to agree, in light of the current pandemic. Attendance will be marked as present (/ \) or C for leave that is agreed.

Where a request is made for vulnerable pupils to remain at home for remote learning, the request will be considered by the school in consultation with an attached social worker or other safeguarding partner as appropriate.

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 first day absence call from the attendance officer
- 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.

## **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, 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.

Staff should follow the usual reporting process – the headteacher for staff and volunteers, the Chair of Governors where there are concerns about the headteacher.

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](mailto: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 or who we deem to be otherwise vulnerable, for circumstances where the child is at home.

The school has a vulnerable provision plan, on which we record contacts from the school. The Inclusion Coordinator, who is also the ADSL, manages this process.

The Inclusion Coordinator (ADSL) and Headteacher (DSL) meet weekly for a pastoral review meeting. Reviewing the vulnerable contacts forms part of this meeting.

- The inclusion coordinator or other senior staff make regular contact with all the families on this plan.
- Contact is primarily made over the phone, but can also include email, virtual meeting software (e.g. Google Meet) or face-to-face (where this coincides with collection of a workpack or FSM parcel)..

We have agreed these plans with children's social care where relevant, and will review them on an ongoing basis, using the pastoral meeting for this purpose.

If we can't make contact, we will work with EWO, Social Care and/or the police as necessary.

## **10. Safeguarding all children**

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk. The provision of remote learning, as well as monitoring the engagement with it, will present a different environment in which safeguarding concerns may arise.

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.

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. The remote learning offer provides for a twice daily live stream meeting, enabling teachers and pupils to connect and often see one another in real time. The school has established a system for monitoring the engagement of children at home with the remote learning offer. Where there is no or limited participation, teachers are phoning the family concerned to explore why there is a lack of engagement and any possible barriers. Where safeguarding concerns arise from these calls, staff should follow the usual procedures to act on them (see section 3).

In addition, the school has identified families that have greater vulnerabilities and need closer support. The inclusion coordinator will phone these families on a regular basis to offer further support. This may include provision of further learning resources or IT support, as well as emotional support and signposting to additional services.

Staff working in school will use school phones and devices to make calls home. Where necessary for staff working remotely, 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.

The school has externally provided IT support with a number of consultants. For most support they will work remotely during lockdown, only visiting site where physical support is essential.

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy and code of conduct as set out in the staff handbook and guidance drawn up for remote learning, as well as our IT acceptable use policy.

The school is using Google Classroom, supplemented by hard copy work packs to deliver remote learning. The Google Classroom is configured so that staff and pupils use their school accounts, which are security protected. The school will provide two daily live stream meetings, which a minimum of two school staff will attend. Parents and pupils have been given guidance and acceptable use agreements for using the remote learning offer, prior to the lockdown. This guidance covers appropriate clothing and location for using the stream. Staff will invite children to the live stream events and close them once they are complete. The live stream function will not be functional for pupils acting independently of school staff. The school has established that the remote learning offer runs from 9-3:30pm, Monday to Friday. In between the live stream videos, staff are available over the text-based stream function to support pupils and their families. The lessons are further supported by pre-recorded video sequences. Staff are instructed not to communicate over the stream between 3:30pm – 9:00am, they may return marked work as this eases workload, but should not enter into communication. There should be no video meetings between a single school adult and children. The school is not using any other form of social media communication to facilitate teaching and so teachers are not expected to use wider social media for teaching.

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

We have done this through preparatory work for the remote learning offer and sharing our AUP for remote learning. We shall reinforce these messages through staff interactions over the live stream meetings and through use of the school's parent bulletin.

## **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.

In September 2020 the school developed a recovery curriculum, with additional strategies for identifying and supporting pupils' mental health needs. In addition, the DSL and ADSL have a weekly pastoral meeting, during which children's emotional and mental health is discussed. Children with particular needs can be referred for in-school mentor support or to external specialist agencies, where necessary.

### **12.2 Children at home**

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

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.

### **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.

### **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 each half term, by John Wright, Headteacher/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:

- Child protection policy
- Staff Handbook
- IT acceptable use policy
- Health and safety policy
- IT policy