

## Addendum to Safeguarding Policy

This addendum to our school safeguarding policy has been written in line with recent [governmental advice](#) on how the **coronavirus pandemic** may impact on our usual school safeguarding procedures. It does **not** replace our normal safeguarding policy, and nor have our basic principles around safeguarding changed.

During this pandemic, there may be a number of significant changes that impact on our school, including:

- The majority of pupils not being in school full time – which will impact on the way we check on our most vulnerable pupils
- A significant number of staff being absent from school – which may mean that staff are often working with pupils they know less well
- Children from other schools accessing school-based care in our school
- Staff from other schools and agencies working in our school on a temporary basis
- Staff from outside agencies, including contractors, accessing our school site (e.g. to deliver meals or conduct ‘deep cleans’)
- An increased amount of working from home, including using e-mail and other electronic communication, which may bring an increased risk of GDPR non-compliance

This addendum sets out some of the adjustments we are making to cater for changes such as those listed above. It is structured in line with the most recent [advice from government](#).

### Acting on Local Advice

The headteacher and DSL (or, if the headteacher is DSL, the deputy headteacher/deputy DSL) will check for and act appropriately in response to any advice received from the three key local safeguarding partners:

- The local authority
- The chief officer of police
- The local clinical commissioning group

They will also check for and act appropriately in response to updated advice received from these key agencies involved in the safeguarding of pupils locally:

- The local authority designated officer
- The local authority SEND team
- The local authority children’s social care team

Such advice may include changes to reporting mechanisms, referral thresholds or organisation of support for children in need.

Where such advice is received, it will be communicated by email in a timely manner to all members of staff and to all members of the governing body.

### **Reporting Arrangements**

The school's arrangements for reporting any child protection concerns continue in line with our current policy.

During times of partial school closure, every effort will be made to ensure that the DSL or deputy DSL is on site at all times. On rare occasions when this is not possible, a member of staff who is on site will be nominated by the headteacher to act as on-site Safeguarding Officer, and they will be given contact details for the DSL and deputy DSL.

Staff will continue to follow our normal child protection procedure and advise the DSL/deputy DSL/on-site Safeguarding Officer immediately about concerns they have about any pupil, whether in school or not.

Normal procedures to escalate concerns will be followed.

### **'Vulnerable Children'**

The school will try to ensure that 'vulnerable children' will be in school for at least part of each week during periods of closure. We identify our particularly vulnerable children as being:

- Children with a child protection plan, or at the formal 'child in need' stage of child protection
- Children not at this stage, but where there is significant social worker involvement with the family
- Children who have education, health and care plans
- Looked after children, and children classed as previously looked after

Where any of these children are not in school (e.g. if self-isolating for 14 days), the school will make regular contact (at least twice weekly) with their family to check that they are faring well.

If families are offered, but choose not to take up the offer of a full-time place in school during closure periods, they will automatically be offered the chance to attend once/twice a week to provide them with contact with school. Again, if this offer is not taken up then regular (at least twice weekly) contact will be made with the family.

School leaders will ensure that regular contact is also maintained with those professionals who are supporting our vulnerable children, including social workers and the head of the virtual school for looked after/previously looked after children.

There may also be other pupils who we, as a school, consider vulnerable but who do not fit into one of the above categories. Where this is the case, the headteacher has the discretion to treat any child as potentially vulnerable, and make suitable arrangements (e.g. full/part-time place in school during closure periods, regular home contact) to check on their welfare.

### **Children not in school**

To maintain social distancing and to respect the need for self-isolation for the protection of others, it is right that some pupils will not be in school at all during the pandemic. For most of these pupils it will also not be possible to maintain regular telephone contact. However, the school will still maintain contact with them as part of their wider schooling – e.g. setting and receiving work.

We recognise that children who are not in school may be using online materials more – including to complete work set etc. School will take all reasonable steps to ensure that children stay safe while completing school-led tasks, and will continue to remind children and families about internet safety, such as through the UK Safer Internet Centre: [Covid-19 Internet Safety Advice](#).

Steps taken in school/by teachers will include:

- Reading and following GDPR advice from our DPO to ensure that there are no GDPR breaches that could undermine people's safety
- School filters and monitors will be maintained
- Appropriate platforms to share work (e.g. Seesaw) will be used to ensure privacy etc.
- Teachers will ensure that professional boundaries are maintained at all times
- Staff will not send any hyperlinks to children/families without having checked them first to ensure that they are safe

Staff will also be sensitive to children's needs in terms of workload, and the challenges that many children may face working at home. There will be no expectation that a pupil working at home will complete the same amount of work as they would in school.

We recognise the potential for abuse to go on between young people – 'peer on peer abuse', when schools are closed, or partially closed. For example, where classes/ages are mixing together in school during partial closures we will be vigilant to make sure that older pupils treat younger ones fairly and thoughtfully. Equally, if children from a different school come to our school – or ours to their school – we will be vigilant to make sure that no community-based issues cause problems within the school setting.

### **New staff or volunteers**

If staff or volunteers from other schools or similar settings are working in our school for a temporary period to support the care of children, we will check **before allowing them unsupervised access to children** that:

- The member of staff has completed relevant safeguarding training in line with our own staff and volunteers,
- They have read the appropriate sections of Keeping Children Safe in Education, and
- They have an appropriate DBS check that is less than 3 years old

New starters will also be given a suitable induction by the DSL or deputy DSL during their first day at school.

### **Concerns about staff and volunteers**

All staff are reminded to maintain the view that ‘it could happen here’ and to immediately report any concern, no matter how small, to the safeguarding team.

The procedures outlined above are expected to ensure that any new staff or volunteers have undergone the appropriate checks. It is also to be expected that children may be naturally more wary of new staff, particularly given the frightening times in which they are living – but staff will be careful not to assumptions and to deal with any concerns raised by a child thoroughly and sensitively.

### **New children at the school**

Where children are scheduled to temporarily join our school from another school, we will require confirmation from the DSL/deputy DSL at that school whether they fit into one of our identified categories of vulnerability:

- Children with a child protection plan, or at the formal ‘child in need’ stage of child protection
- Children not at this stage, but where there is significant social worker involvement with the family
- Children who have education, health and care plans
- Looked after children, and children classed as previously looked after

If a child does fit into one of these categories, then any necessary paperwork must be received before the child can start at our school. This may include their latest PEP or EHCP, or other safeguarding information. We would normally request that a member of staff from the child’s ‘home’ school attends with them for at least the first half day to help them to settle in. If a child temporarily joining our school would normally have 1:1 support, we would expect that support to come with the child to ensure that their needs are adequately

catered for. Information provided must also include contact details for any appointed social worker and where relevant for the Virtual School Head. Safeguarding information about children placed in our school will be recorded on our safeguarding system, will be securely copied to the placing school DSL and will be securely returned to the placing school on completion of the child’s placement with us so there is a continuous safeguarding record for the child.

The DSL will undertake a risk assessment in respect of any new information received, considering how risks will be managed and which staff need to know about the information. This will be recorded on our safeguarding recording system.

<b>KEY CONTACT LIST</b>		
<b>Role</b>	<b>Name</b>	<b>Best Contact Number</b>
<b>School Designated Safeguarding Lead</b>		
<b>School Deputy Designated Safeguarding Lead</b>		
<b>LADO</b>		
<b>Headteacher of the LA Virtual School for LAC Pupils</b>		
<b>Local Authority SEND Team Lead</b>		
<b>DPO</b>		

The following are the staff the school has identified who are responsible for ensuring that regular checks on the welfare of ‘vulnerable children’ not in school take place:

<b>Vulnerable Group</b>	<b>Identified Staff Member</b>
<b>Pupils with a Child Protection Plan/ at Child in Need</b>	
<b>Other pupils with significant social worker involvement</b>	
<b>Pupils with an EHCP</b>	
<b>Looked after/previously looked after children</b>	