

Child protection and safeguarding: COVID-19 addendum

Seven Hills School

Reviewed and Agreed April 2020

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Elaine Everett	eeverett@sevenhills.sheffield.sch.uk 0114 2580326
Deputy DSL	Clive Rockliff Kerry Tute Melanie Turner Katy Marsh Tania Bower Yates	crockliff@sevenhills.sheffield.sch.uk ktute@sevenhills.sheffield.sch.uk mturner@sevenhills.sheffield.sch.uk kmarsh@sevenhills.sheffield.sch.uk tbower@sevenhills.sheffield.sch.uk 0114 2580326
Headteacher	Elaine Everett Clive Rockliff	As above or on the school number 0114 2580326
Local authority designated officer (LADO)	Steve Hill	0114 2734850
Chair of governors	Norman Gill	enquiries@sevenhills.sheffield.sch.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners Sheffield Safeguarding Children Board and Sheffield Local Authority .

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 and volunteers must continue to act on any concerns they have about a child immediately. It is still vitally important to do this.

If you are concerned about a child please speak to the Safeguarding Lead or Safeguarding Deputy, there will always be a member of the safeguarding team on site during this period of partial closure. Once you have discussed your concern the Safeguarding Lead/ Deputy may ask you to log your concern on CPOMS. As usual please do not log a concern before you have spoken to a member of the safeguarding team.

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 everyday that we are open to students. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum. If you are working from home and have a safeguarding concern please ring into school to speak to the safeguarding team. Do not log an incident on CPOMS remotely without speaking to the safeguarding staff in school.

We will keep all school staff and volunteers informed through the staffing rota 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.

The on- site Designated Safeguarding Lead or Deputy will be responsible for liaising with the off-site DSL (or deputy) to make sure they can:

- 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
- Have a regular cycle of contact with students/families who are highlighted on the traffic light system as amber or red. Make notes and record times and dates of these welfare checks.

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 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 Department For Education

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 families to ascertain the reasons for their non-attendance. If this is a cause for concern we will consider referral to the Sheffield Safeguarding Hub. If we can we will offer support to remove the barriers to non-attendance. We will monitor the situation on a daily basis.
- Notify their social worker, where they have one

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

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. This information is summarised for staff who may need to contact families, the document is on google drive.

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.

Any student who currently has a risk assessment relating to peer on peer abuse should have the support and monitoring arrangements set out in their risk assessment available on any days they are attending school. Leadership who are constructing rotas and groupings for students attending school will bear in mind students with risk assessments and how they can be safely accommodated into new group arrangements.

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. If the concern is about another member of staff this should be reported to either of the Headteachers without delay. If the concern is about the headteacher this should be reported to the chair of governors or Steve Hill the local designated officer – LADO.

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. At Seven Hills this will be done on a case by case basis and might include students who have challenging behaviour or where there are significant challenges for the family in keeping the child safe at home. It might also include consideration of families who tell us they are struggling at home or are caring for a number of children or relatives with illness, disability or special needs.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- What sort of questions we will ask families
- What information we should record after making a contact call

If we can't make contact, we will contact social care, if appropriate, or the Sheffield Safeguarding Hub.

10.2 Safeguarding all children

Staff and volunteers 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 particular, children are likely to be spending more time online (see section 11 below).

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, they can be contacted for support via email:

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing ICT acceptable use policy, specifically:

- Maintain a professional level of conduct in your personal use of technology at all times.
- Communication between staff and pupils or members of the wider school community should be professional and related to school matters only. This should be via school systems and never using a personal email address
- Any inappropriate use of the school e-mail system or other web-based systems, or the receipt of any inappropriate messages by a user, should be reported to a member of the leadership team immediately.
- Parental permission will be sought before taking part in any video conferences or live video calls.
- Where video calls take place with a student, a member of their family or other appropriate adult should also be present in the same room as the child.
- Video conferences and video calls should only be recorded where there is a valid educational purpose for reviewing the recording and with the permission of the headteacher and parents. Such recordings will not be made available outside of the school.
- Staff should not use personal mobile phones in any situation where their mobile phone number or other personal details may be revealed to a pupil, parent or family. Due to the current situation involving the Covid-19 pandemic, staff may need to contact parents/carers from their own home phones or mobile phones. Staff may use their personal phones for this purpose, but should always withhold their number when making such calls. Advice on how to do this can be obtained from school.

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, 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
- Know where else they can go for support to keep their children safe online - parents/carers will be provided with useful information about keeping their children safe online. Information will be sent electronically (and in paper form for parents without an email address) and posted on the school website.

12. Mental health

Where possible, we will continue to offer our current support for student mental health for all students. When students are in school we will ensure there is a measure of physical exercise built into their day and some activities which provide, pleasure, fun, challenge and sensory fulfillment.

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

When setting expectations for students 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.

13. Staff recruitment, training and induction

13.1 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 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.

13.2 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

13.3 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.

For this period we will be using staff employed by us on a regular basis, we will not be loaning staff from other settings.

14. 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) 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.

15. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated, and as a minimum every four weeks by Elaine Everett Headteacher and DSL. At every review any changes will be shared with staff. The policy will go to governors for ratification and will be returned to governors for approval if new information is added.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection and Safeguarding policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing policy