

Education Child Protection/Safeguarding Template Policy

Template Addendum:
Summary of any key COVID-19 related safeguarding and child protection changes



This policy has not yet been signed and ratified by the Headteacher / Chair of Governors.
Written April 2020

Alvaston Infant and Nursery School

Author/s of addendum: M Allen

Addendum approved by:

Name	Role	Date

Date addendum published and implemented:	
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Addendum review dates and changes

Review date	By whom	Summary of changes made	Date implemented
05/05/20	MALLEN	New policy	5/5/20

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Key contacts during Covid 19 arrangements

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Miss Allen Mrs Atwal	actinghead@alvastoni.derby.sch.uk head@alvastoni.derby.sch.uk
Deputy DSL(s)	Mr Mabbutt Mrs Darby Rowena Ford	cmabbutt@alvastoni.derby.sch.uk tdarby@alvastoni.derby.sch.uk rford@alvastoni.derby.sch.uk
Child at Risk of Exploitation (CRE) Champion	Miss Allen Mrs Atwal	actinghead@alvastoni.derby.sch.uk head@alvastoni.derby.sch.uk
Mental Health Champion	Mrs Carnall	scarnall@alvastoni.derby.sch.uk
<i>Insert and adapt the above if you're sharing DSLs or deputy DSLs with another school/college when your own aren't available i.e.</i>		
Other contactable DSL(s) and/or deputy DSL(s):		
<ul style="list-style-type: none"> • DSL at (school/college name) • Deputy DSL at (school/college name) 		
Designated member of senior leadership team if DSL (and deputy) can't be on site		
Headteacher/Principal		
Chair of governors/Trustees	Mr Bland	
Designated Governor/Trustee:	Mrs Jones-Holt	

Note: Contact details for all other key safeguarding agencies are as referenced in Alvaston Infant and Nursery School's safeguarding/child protection policy. This includes referrals to local authority early help services, children's social care and the local authority designated officer (LADO).

1. Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response who absolutely need to attend.

Schools and all childcare providers were also asked to provide care for a limited number of children - children who are vulnerable, as well as those children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Alvaston Infant and Nursery School acknowledges the importance of remaining a safe place for children however the fewer children making the journey to school, and the fewer children in educational settings, will protect the NHS and save lives by reducing the risks of spreading the virus.

This addendum of Alvaston Infant and Nursery School's Safeguarding/Child Protection policy contains details of our individual safeguarding arrangements during our continued opening/school closure.

2. 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 Derby and Derbyshire Safeguarding Children Partnership (Derby County Council, Derby City Council, Derby and Derbyshire Clinical Commissioning Group, Tameside and Glossop Clinical Commissioning Group and Derbyshire Constabulary).

It sets out changes to our normal safeguarding/child protection policy in light of the Department for Education's guidance collection for [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#), and specifically [Coronavirus: safeguarding in schools, colleges and other providers](#).

Vulnerable children

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) [Coronavirus \(COVID-19\): guidance on vulnerable children and young people](#) defines 'vulnerable children' as those who:

- a. Have a social worker, this includes children who
 - Have a child protection plan
 - Are looked after by the local authority.
 - Have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989
- b. Children and young people up to the age of 25 with education, health and care (EHC) plans.

Those with an EHC plan will be risk-assessed by Alvaston Infant and Nursery School in consultation with the local authority (LA) and parents, to decide whether they need to continue to be offered a school/college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Alvaston Infant and Nursery School will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be *(add details)*.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Alvaston Infant and Nursery School will explore the reasons for this directly with the parent/carer.

Where parents are concerned about the risk of the child contracting COVID19, Alvaston Infant and Nursery School or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England.

Alvaston Infant and Nursery School will encourage our vulnerable children and young people to attend school/college, including remotely if needed.

Support for children who aren't 'vulnerable' but where we have concerns

Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They also have the flexibility to offer a place to those who don't meet the Department for Education's definition of 'vulnerable' but where Alvaston Infant and Nursery School has concerns. For example children who are receiving support through early help processes, on the edge of receiving children's social care support or those who have had recent social worker involvement. *(Amend/add details of who these children might be)*

If these children will not be attending school, we will put a contact plan in place, as explained in section 8 below.

3. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#) and relevant government coronavirus guidance such as [Coronavirus: safeguarding in schools, colleges and other providers](#) to ensure we keep children safe.

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must always continue to 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 is essential that unsuitable people are not allowed to enter the children's/education workforce and/or gain access to children
- Children should continue to be protected when they are online

Alvaston Infant and Nursery School will, as far as is reasonably possible, take a whole institution approach to safeguarding. This will allow us to ensure that any new policies and processes in response to COVID-19 are not weakening our approach to safeguarding or undermining their child protection policy.

4. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child or the behaviour of a member of staff or volunteer immediately.

It is still vitally important to do this.

Add details of any changes to your standard reporting procedures here.

All staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

5. Designated Safeguarding Lead (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 on the second page of this addendum.

(Amend the following as necessary according to the arrangements you have in place)

- If our DSL (or deputy) can't be in school, arrangements will be made to contact them remotely. See Important Contacts on page 3.
- If our DSL (or deputy) is unavailable, we will share a DSL with *(insert school name)*. Their DSL/deputy contact details are located on the Important Contacts, page 3
- We will keep all school staff and volunteers informed by *(email/other method of communication)* 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 senior leader will be responsible for liaising with the 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

- *(Insert any other duties or arrangements for the on-site SLT lead)*

Alvaston Infant and Nursery School acknowledges that opportunities for DSL training is very unlikely to take place during this period; the DDSCP safeguarding face to face training events have been cancelled up until the end of May (this will be subject of review). However the option of online training will be explored, there are some e-learning opportunities and podcasts on the DDSCP website [training pages](#).

As outlined in the DFE guidance Coronavirus (COVID-19): safeguarding in schools, colleges and other providers for the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

Our school/college like others nationwide faces unique challenges at this time. Where reasonably possible, the DSL (or deputy) will consider these in a child protection context and reflect them in the child protection policy and practice as appropriate.

6. 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 following guidance is currently in place:

Multi-agency safeguarding meetings (updated information published on 25/03/2020)

As from the 23rd of March all meetings (for example Looked After Reviews, Child Protection Conferences, Children in Need Reviews) will take place virtually and no face to face conference / meetings will take place at the Kedleston Road site.

All attendees of meetings will be notified of how they will contribute the meeting and Alvaston Infant and Nursery School will take steps to ensure that they are able to comply with these arrangements.

As there will be delays in circulating minutes, Alvaston Infant and Nursery School representative will take notes of recommended actions.

For these statutory meetings to go ahead it is equally important that all professionals and especially the allocated social workers provide updated reports- care plans and review of arrangements - to these meetings. Alvaston Infant and Nursery School will ensure this is a priority. All reports will be emailed to the Chairs / IRO in the normal way in 'good time' for the meeting to be purposeful.

Early Help (please note this is due to be published in the next few days)

Local Authority Early Help Teams are currently supporting Children's Social Care colleagues in the city to ensure our most vulnerable children and young people are kept safe. In order to do this they have paused the Team around the Family (TAF) process and are managing early help caseloads loads by telephone. Face to Face contact with families will only be to manage a crisis.

Should there be a need our priority is to support new Child in Need cases (section 17) and Integrated Disabled Children's Services (IDCS) short break service.

Please be reassured we are still considering early help assessments at Vulnerable Children Meetings (VCM) which will be virtual. All families will receive some contact.

All Children reported Missing will be managed according to the Missing Protocol (see document library, protocols section), in most cases via telephone return interviews, those missing over 72 hours will be subject to a Virtual Strategy Discussion following current processes

7. 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.

Alvaston Infant and Nursery School and social workers will agree with parents/carers whether children in need should be attending school. Alvaston Infant and Nursery School will then follow up on any learner that they were expecting to attend, who does not. Alvaston Infant and Nursery School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

To support the above, Alvaston Infant and Nursery School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, is absent or discontinues, Alvaston Infant and Nursery School will notify their social worker.

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

8. Safeguarding for children not attending school

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

A designated safeguarding lead will contact these families and children once per week. Notes will be stored in the safe and well folder.

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

If we can't make contact, we may contact the social worker involved or the police.

9. 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) 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
- 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 Key contacts will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

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 learners' 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 12 below).

11. Peer on peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, [Sexual violence and sexual harassment between children in schools and colleges guidance](#) and local [multi-agency safeguarding children procedures](#), in particular [Children who Present a Risk of Harm to Others](#) as well as those outlined within of our school/college Child Protection/Safeguarding Policy when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

Alvaston Infant and Nursery School recognises that during the partial closure/closure a revised process may be required for managing any report of such abuse and supporting victims.

The school will listen and work with the young person, the alleged perpetrator, parents/carers and any multi-agency partner required to ensure the safety and security of the young person and that of the alleged perpetrator.

Concerns and actions will be recorded in line with the school's reporting procedures and a chronology will be kept.

12. Online Safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school. Where students are using computers in school, appropriate supervision will be in place.

Outside school

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

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection/Safeguarding 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 staff Code of Conduct Policy and the Behaviour Policy.

Alvaston Infant and Nursery School 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 lessons, especially where webcams are involved:

- Pre-recorded YouTube clips to be used instead of live videos.
- 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.

- Language must be professional and appropriate, including any family members in the background.
- Staff must only use communication systems provided by Alvaston Infant and Nursery School to communicate with learners.
- Staff should record, the length, time, date and attendance of any sessions held.
- Ideally staff should be in school when making calls to pupils.

If teachers are conducting live video calls, they must record a brief description of the conversation.

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/ college, and signpost them to other sources of support too.

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.

Links to online safety can be found on the school website.

13. Mental health and well-being

Where possible, we will continue to offer our current support for learner mental health and wellbeing for all of our learners. *There is a designated Mental Health Section on the school website, this includes lots of links and tips.*

When setting expectations for pupils/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 and well-being.

Supporting children not in school

Alvaston Infant and Nursery School is committed to ensuring the safety and wellbeing of all its children and young people.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust contact plan and risk assessment is in place for that child or young person. Safe and well calls will be conducted and parents will be offered support from the Educational Psychologist, where necessary.

The contact plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded.

Alvaston Infant and Nursery School and its DSL will work closely with all stakeholders to maximise the effectiveness of any contact plan.

This plan and risk assessments must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Alvaston Infant and Nursery School will share safeguarding messages on its website and social media pages.

Alvaston Infant and Nursery School recognises that education is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Alvaston Infant and Nursery School need to be aware of this in setting expectations of learners' work where they are at home.

Alvaston Infant and Nursery School 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 recorded using the school's procedures.

Supporting children in school

Alvaston Infant and Nursery School is committed to ensuring the safety and wellbeing of all its students.

Alvaston Infant and Nursery School will continue to be a safe space for all children to attend and flourish. The Headteacher/Principal will ensure that appropriate staff are on site and staff to learner ratio numbers are appropriate, to maximise safety.

Alvaston Infant and Nursery School 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.

The school 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. Talk and Sort sessions will continue, as frequently as possible.

14. Domestic Abuse

The current Covid 19 measures being taken are likely to increase the stress on family life and it is expected that domestic abuse incidents are likely to rise.

Alvaston Infant and Nursery School will continue to receive domestic abuse notifications via the Stopping Domestic Abuse Together (SDAT) initiative as will children's social care. Notifications will continue to be recorded in the children's safeguarding file.

As with any concern about a child Alvaston Infant and Nursery School will take steps to ensure the child is safe. In all cases, Alvaston Infant and Nursery School will review what we know about the child and their family.

If the child is expected to attend school the usual checks should be made on their welfare.

- What is known about the child when they arrived (or not) at school today?
- Who in the school needs to be informed?
- What 'checks' need to be carried out and how best can these be achieved?
- Are they in school today? How are they presenting physically and emotionally? Are there any changes in their behaviour?

When a child is not at expected to be at school there should be consideration about how best Alvaston Infant and Nursery School can seek assurance on their welfare and what checks can be made. Alvaston Infant and Nursery school will continue to work with social services and the police.

In all cases, Alvaston Infant and Nursery School will make general enquires with the child about how they are. The domestic abuse notification should not be referred to unless it is directly mentioned by the child or where the parent/carer raises the issue.

If the DSL/deputy DSL identifies any child protection concerns they will refer to children's social care.

Children's Social Care will also review the incident and will liaise with the school where there are child protection concerns about the safety of the child.

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust contact plan and risk assessment is in place for that child or young person.

Details of this plan will be recorded in the child's safeguarding file.

The contact plans can include; remote contact, phone contact, door-step visits. Other individualised contact methods should be considered and recorded. Alvaston Infant and Nursery School and its DSL will work closely with all stakeholders to maximise the effectiveness of any contact plan.

This plan and risk assessments must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

15. Staff recruitment, movement of staff, training and induction

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.
- Where new staff are recruited, or new volunteers enter Alvaston Infant and Nursery School, they will continue to be provided with a safeguarding induction.

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Alvaston Infant and Nursery School will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Where Alvaston Infant and Nursery School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

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 safeguarding 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 'on loan' need. In most cases, this will be:

- A copy of our child protection/safeguarding policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

16. Keeping records of who's on site

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that any school or college is aware, on any given day, which

staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Alvaston Infant and Nursery School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

The SCR will provide the means to log everyone that will be working or volunteering in a school/ college on any given day, including any staff who may be on loan from other institutions. The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

17. 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, our school policies and the local multi-agency safeguarding children procedures, [Managing Allegations against Staff, Carers and Volunteers](#).

Staff should continue to act on any concerns they have immediately.

Alvaston Infant and Nursery School will continue to follow the legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency as per paragraph 166 of KCSIE. 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.

Staff absence

Where Alvaston Infant and Nursery School has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – will discuss them immediately with the Chair of Governors or local authority.

18. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, other relevant agencies or DfE is updated, and as a minimum (*every 4 weeks*) by *the Acting Headteacher*.

19. Links with other policies

This policy links to the following policies and procedures:

- Child protection/safeguarding
- Staff behaviour policy/code of conduct]
- Health and safety
- Behaviour management, including mental health and behaviour, bullying/ online bullying and prejudice-based bullying as well as the use of reasonable force/physical intervention, including the increased vulnerability of children with special education needs (SEN) or disabilities and equality duties

- Meeting the needs of pupils with medical conditions
- Providing first aid
- Online safety and other associated issues, including sexting/‘youth produced sexual imagery’, use of pupil mobile phones in school and appropriate filtering and monitoring, including how children can be kept safe from terrorist and extremist material
- Safer recruitment and selection, including single central record
- Managing allegations against staff, including volunteers and incorporating ‘duty to refer’
- School attendance and children who runaway or go missing from education, home or care
- Complaints procedure
- Information sharing
- Whistle blowing

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