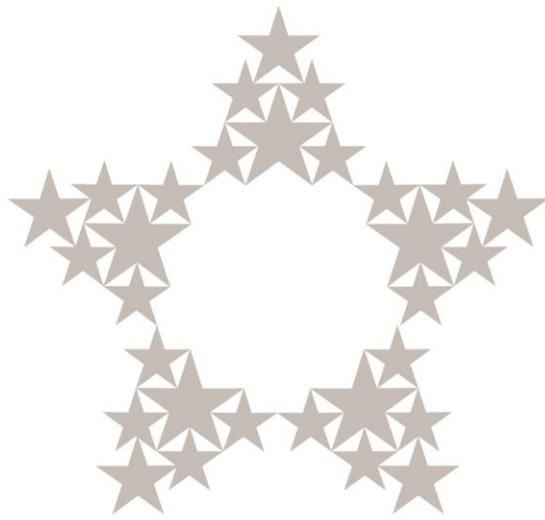


Child protection and safeguarding: COVID-19 addendum



**Holden
Clough**

Community
Primary School

2020 – 2021

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Joanne Hartley	
Deputy DSL	Faik Kordemir	
Designated member of senior leadership team if DSL (and deputy) can't be on site	Jenna Boulton	
Headteacher	Faik Kordemir	0161 -3305248
Local authority designated officer (LADO)	Tanya Brown	0161 342 4398
Chair of governors	Stephen Longley	

The Designated Safeguarding lead and/or their deputies do not need to be physically present in school but should be available by telephone to give advice and guidance to staff. Consideration should be given to the fact that it is likely contact will be made using personal mobile numbers (where a dedicated school mobile is not available) and that these contact numbers should not be given to parents. If personal landlines/mobiles have to be used you must ensure you withhold the number either using the phone settings or by dialling 141 prior to making a call.

If schools have any **safeguarding concern** they should continue to follow the usual protocol and contact the **Multi-Agency Safeguarding Hub** (details below).

Monday to Wednesday: 8.30am - 5pm Thurs:
8.30am - 4.30pm
Fri: 8.30am - 4pm
Telephone Contact Number - 0161 342 4101

Monday to Friday outside of normal hours weekends and public holidays
Telephone Contact Number - 0161 342 2222

If you need Early Help support please contact the **Early Help Access Point** (details below):

Monday to Wednesday: 8.30am - 5pm Thurs:
8.30am - 4.30pm
Fri: 8.30am - 4pm
The Early Help Access Point – 0161 342 4260

If a child or young person is in **immediate risk of harm** the member of staff should **contact the Police** immediately dialling 999.

Schools should still be using their systems for reporting and recording child welfare and protection concerns but must also contact the DSL directly to ensure they are aware as they may not have access to school child protection systems while working from home.

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from Tameside Safeguarding Children Partnership and Tameside Local Authority.

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, bubble closure or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those:

- 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
- Living in temporary accommodation
- Young carers
- Considered vulnerable by the school due to home circumstances/ parenting

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.

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 telephone (personal numbers are only available to staff)

Jo Hartley:

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Miss Jenna Boulton (SENDCo). You can contact them by ringing school office on 0161 3305248.

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 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

Children not open to Early Help or Children's Social Care

In the event a school has concerns about a child not currently known to either Early Help or Children's Social Care a referral can be made into the EHAP/MASH in the usual way. Before a MARS is completed you can consult with the EHAP or the MASH depending on the level of concern (Level 2 EHAP, Level 3-4 MASH).

The main principal is that, if you are in doubt about a possible (Level 3-4) safeguarding concern contact the MASH and for all other issues contact the EHAP.

If you are in need of advice regarding a family you have concerns about, who do not feature on the vulnerable children's list please do not hesitate to have a conversation with the Neighbourhood Coordinators/Early Help Advisors who can help schools set up ad hoc Team Around meetings to discuss the most appropriate actions for families. It is crucial that schools raise concerns that are reported to the school in their weekly calls to families at the earliest possible time. This will allow Early Help to put support in place to stop the family

escalating to Children's Social Care. Contact details for the Neighbourhood Coordinators and Early Help Advisors are details at the end of this guidance.

Home Visits

The Local Authority are not asking schools to conduct home visits for vulnerable children. However, if home visits are undertaken please ensure that you adhere to Government and NHS guidance in relation to handwashing, social distancing etc.

- Record home visits and telephone communications as you normally would using CPOMS.
- If virtual meetings are being held (through systems such as Skype, Zoom, Teams) with parents, students, staff and/or other professionals please ensure:
 - If in school use an office or meeting room
 - If not in a school location use a communal space (dining room etc) and never use a bedroom
- Make sure you have a clear background free from distractions, personal photographs etc. (or blur background on background settings)
- Personal appearance – dress appropriately, ideally wearing work wear.
- Always remove any personal items from any sight line that could identify other members of the family or other personal details
- Ensure that your meeting is confidential and other family members cannot hear what you or others participants are saying

All school staff need to ensure they keep themselves safe, and follow their code of conduct/safe working practice guidelines.

Schools still have responsibility to ensure that children who are not attending school are safe and well and that:

- All families should be contacted at least once a week
- If you are unable to contact a family you should try all emergency contact details held by school
- If pupils are accessing on line learning consider whether a message can be sent using this platform or via school email
- Use school systems already in place i.e. parent mail, school website, school social media etc. to try to make contact asking parents who have not received a call from a member of school staff to contact school
- If you are still unable to make contact consider a home visit – making sure you follow the Corona virus guidelines in relation to handwashing, social distancing etc.
- If you are visiting pupils at home please ensure someone else in school knows what addresses you intend to visit and how long you expect to be, leave a contact phone number and keep a mobile phone with you at all times
- When all of the above has been exhausted please speak to your School Link Officer or contact the Early Help Access Point

If you need any help or advice Tania Brown Local Authority Designated Officer and Safeguarding Advisor for Education is available and can be contacted by email tania.brown@tameside.gov.uk or on mobile number 07812 140 002.

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 school 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 following attendance policy or attendance policy Covid-19 addendum
- 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 on SIMS, 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.

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 due to self-isolation, shielding or bubble closure.

The list of children will be on our **vulnerable children list**.

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, doorstep visits, or a combination of both**

If we can't make contact, we will be 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

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

Any digital IT equipment that is on loan for children who are self-isolating due to bubble closure will have DFE security settings/ controls on.

11.2 Outside school

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

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 after bubble closure or self-isolating/ shielding due to a medical condition

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.

Our Learning Mentor (Miss A. Woodward) or Family Support Worker (Miss H. Roberts) will be available to assess and work with the children.

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 LA or Department for Education is updated, and as a minimum every term by the DSL (Miss J Hartley). 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 code of conduct

IT acceptable use policy

Health and safety policy

Online safety policy

Neighbourhood Coordinators

<p><u>Ashton:</u> Carol Baguley Ashton (North) carol.baguley@tameside.gov.uk Tel. 0161 342 2786 Mobile. 07870875895</p>	<p><u>Denton/Droylsden/Audenshaw</u> Lauren Foster Denton Droylsden and Audenshaw (WEST) Lauren.Foster@tameside.gov.uk Tel. 0161 342 5083 Mobile. 07970887805</p>
<p><u>Stalybridge/Dukinfield/Mossley:</u> Jacki Shirley Stalybridge Dukinfield and Mossley (East) jacki.shirley2@tameside.gov.uk Tel. 0161 342 5084 Mobile. 07974215716</p>	<p><u>Hyde/Hattersley/Longendale</u> Josh Sanders TEMP COVER for Hyde Hattersley and Longendale joshua.sanders@tameside.gov.uk Tel. 0161 342 2792 Mobile. 07966877864</p>

Early Help Advisors

<p><u>Ashton:</u> <u>Paul Mottershead</u> Telephone: 0161 342 5533 /07813 441344 Email: Paul.mottershead@tameside.gov.uk</p>	<p><u>Denton/Droylsden/Audenshaw</u> <u>Wayne McConnell / Ella McCalman</u> Telephone: 0161 342 5197 <u>07580978684</u> / 07716701959 Email: Wayne.mcconnell@tameside.gov.uk Ellamccalman@tameside.gov.uk</p>
<p><u>Stalybridge/Dukinfield/Mossley:</u> <u>Katie Legg</u> Telephone: 0161 342 5533/ 07800917117 Email: Katie.legg@tameside.gov.uk</p>	<p><u>Hyde/Hattersley/Longendale</u> <u>Debbie Carter</u> Telephone: 0161 342 5353/ 07817492193 Email: Debbie.carter@tameside.gov.uk</p>