COVIS-19 - Addendum to Safeguarding Policy

Approved: 20th April 2020

Approved by: Management Board

Next Review: 27th April 2020

Table of Contents

1. Scope and definitions of this Addendum

This Addendum should be read in conjunction with our standard Safeguarding Policy and it applies during the period of school closure due to COVID-19. It sets out details of our safeguarding arrangements in light of the DfEs guidance and is intended to supplement our standard Safeguarding Policy and Keeping Children Safe in Education 2019.

Although Heathcote School is closed to the majority of its pupils it is open to children of 'Critical workers' and vulnerable children as set out in Government guidance. We do not intend to open to children that do not attend Heathcote School or to have staff or volunteers that are not employed by the School. All checks have been carried out in accordance with our Safer Recruitment Policy

Although we are operating differently in response to coronavirus; with less staff and children, our safeguarding principles remain the same:

- The best interests of children continue to be a priority
- If anyone in school has a safeguarding concern they will act immediately
- A designated Safeguarding Lead, Deputy or Shared DSL will be available at all times
- Unsuitable people will not be allowed access to children
- Children should continue to be protected when they are online
- First level subsection

This addendum applies to all staff, parents, Directors, visitors, volunteers and the wider school community and should be read in conjunction with the following:

- Heathcote Safeguarding Policy
- KCSIE 2019
- Staff Code of Conduct
- Antibullying Policy
- Acceptable Use of IT Policy
- E-Safety Policy

The DfEs definition of 'vulnerable children' includes those who:

- Have a social worker, including children:
  - Have a child protection plan
  - Are assessed as being in need
  - Looked after by Local Authority
- Have an Education, Health and Care (EHC) plan

2. Responsibility for Safeguarding during closure

During closure we aim to have a trained DSL or Deputy DSL on site where possible. If our DSL (Or Deputy) is unavailable we will ensure that we have access to a trained DSL from another school.

If our DSL or DDSL cannot be on site we will ensure that a senior member of staff takes responsibility for co-ordinating safeguarding on site

The following staff members will be available to be contacted by phone, email or teams conference.

DSL: Nadine Solsberg – 01245 223131 n.solsberg@heathcoteschool.co.uk

DDSL – Samantha Scott – 01245 223131 – s.scott@heathcoteschool.co.uk

We will keep all school staff informed on a daily basis as to who will be the DSL on any given day.

We will ensure all DSLs (and Deputies) wherever their location, know the most vulnerable children in our school

3. Safer Recruitment, Staff Training and Inductions

All of our staff have undergone our Safer Recruitment process, have enhanced DBS checks.

All of our staff undergo regular safeguarding training, are aware of our Safeguarding policy and procedures and have read KCSIE Part 1.

In the absence of a DSL on site during closure, staff are aware of how to contact our DSL if needed.

We do not intend on having staff from other settings or sending our staff to other settings, if however, we were directed to do so it would be the responsibility of the receiving school to provide safeguarding induction including their safeguarding policy, local processes and DSL arrangements.

4. 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 and/or SENCO will share, as applicable:

- The reason why a 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

This information will be shared before the child arrives as far is possible, and otherwise as soon as possible afterwards.

5. Advice from ESCB

We continue to work closely with ESCB and will ensure that this addendum is in line with their advice. This includes supporting children with education, health and care (EHS) PLANS, THE Local Authority Designated Officer (LADO) and children's social care, reporting mechanisms, referral thresholds and children in need.

6. Reporting concerns about children or staff

All staff will continue to act on any concerns they may have about a child or a member of staff immediately. This applies to both children attending school and those at home. Staff will follow our safeguarding policy and report any concerns immediately to the DSL

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency using their email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period and in line with government guidance.

7. Arrangements to support children

7.1. Online Safety

7.1.1. In school:

We continue to have appropriate filtering and monitoring systems in place in school. Our IT staff are available both onsite and remotely and will ensure any use of online learning tools and systems is in line with privacy and GDPR requirements.

Our staff are aware of the signs of cyber-bullying and other online risks

7.1.2. Outside School:

Where staff are interacting with children online, they will continue to follow our staff Code of Conduct, Acceptable Use of IT Policy and our Teacher-Led Off-Site Learning Protocols.

All interactions with children are recorded and there will always be more than 1 member of staff/assistant where there is only one child.

Staff will continue to be alert to the signs that a child may be at risk of harm online and act on concerns immediately in accordance with our Safeguarding policy

Children have been made aware of how to report any concerns that they may have back to our school.

7.2. Peer on Peer Abuse

We recognise that Peer on Peer abuse can still occur during school closure and between those children attending school and those at home. Our staff will remain vigilant to the signs of peer on peer abuse and are clear on our policy and procedures for reporting such abuse

7.3. Mental Health

Where possible we continue to offer support for pupil mental health and are aware of the impact of the pandemic on both the pupils' and parents' mental health. To this end we are providing wellbeing tasks each day for children to complete and 1:1 sessions where needed. Children are encouraged to stay in touch with their peers and given opportunities to contact their teacher privately via email.

When setting expectations for pupils remote learning teachers will bear in mind the potential impact of the current situation on both pupils' and parents' mental health.

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

For staff not in school we remain in contact to ensure they do not feel isolated

7.4. Keeping Children not attending safe

We 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 line with our safeguarding reporting procedures.

For children at home staff will look for signs like:

- Not completing assigned work or logging in to school systems
- No contact from children or their families
- Seeming withdrawn during class check-ins or lessons
- Children are likely to be spending more time online during this period – see section 7.1 for our approach to online safety both in and out of school.
- See section 7.3 for information on how we will support pupils' mental health.

8. Attendance

We are not required to complete our usual registers during this period; however, we do register the children who attend our online sessions and we report to the DfE the numbers of children we have on site.

Where a child is expected to attend school during the closure and does not show up, we will follow our usual procedures for a child missing from Education. We will in the first instance

contact the family by telephone. If this is unsuccessful and the DSL considers it necessary, we may make a home visit or elect an appropriate agency to do so.

Where a vulnerable child is absent without notification, their social worker will be informed.

Where a child not attending school fails to attend our online sessions, we will also follow our Child Missing from Education procedures and contact the family to ascertain the reasons why their child is not accessing our education programme.

To support this the school has confirmed contact numbers of those children attending and additional contact details where possible.

9. Monitoring Arrangements

This policy will be reviewed as guidance from ESCB, the DfE and Government is updated, and as a minimum every week by our Management Board.

Policy written 20th April 2020 by Mrs Nadine Solsberg

Reviewed by Management Board 20th April 2020