



MANOR INFANT SCHOOL

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Child protection and safeguarding: COVID-19 addendum

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Helen Castle	hcastle@manor-inf.portsmouth.sch.uk 02392 820548
Other DSLs	Emma Cornish Grace Brown Louise Hampton	ecornish@manor-inf.portsmouth.sch.uk gbrown@manor-inf.portsmouth.sch.uk lhampton@manor-inf.portsmouth.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Dawn Forse Sophy Tudge	dforce@manor-inf.portsmouth.sch.uk studge@manor-inf.portsmouth.sch.uk
Headteacher	Helen Castle	hcastle@manor-inf.portsmouth.sch.uk
Local authority designated officer (LADO)	Hayley Cowmeadow	LADO@secure.portsmouthcc.gov.uk 02392 882500
Chair of governors	Sara Denham	sdenham@manor-inf.portsmouth.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 3 local safeguarding partners, Portsmouth Safeguarding Children Board, Hampshire Safeguarding Children Partnership and Southampton Safeguarding Children Partnership and local authority (Portsmouth City Council)

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) 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.

Staff should report all concerns to DSL Helen Castle via email (hcastle@manor-inf.portsmouth.sch.uk). In the event that she is unable to respond due to COVID 19, staff will be informed that all safeguarding concerns should be reported to one of the other DSLs, Emma Cornish, Grace Brown or Louise Hampton (contact details at the start of this document)

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 on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSLs can't be in school, they can be contacted remotely by email or by mobile phone.

We will keep all school staff and volunteers informed by email as to who will be the DSL on any given day, and how to contact them.

We will ensure that DSLs, wherever their location, know who the most vulnerable children in our school are.

On occasions where there is no DSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Dawn Forse (SENCO) or Sophy Tudge (Curriculum Manager). They can be contacted by email or by calling the school: 02392 820548

The senior leader will be responsible for liaising with one of the off-site DSLs 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, 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 3 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:

Portsmouth MASH team is operating as usual. If there is a concern about a child, the normal process should be followed.

If there is concern that a child or young person has suffered harm, neglect or abuse, Portsmouth Multi Agency Safeguarding Hub (MASH) must be contacted:

Mon – Fri during office hours: 0845 671 0271/ 02392 688793 Out of office: 0300 555 1373

An interagency assessment form will be completed by the DSL and emailed to:
MASH@secure.portsmouthcc.gov.uk

If a child is at immediate risk of harm, call the Police on 999.

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: Louise Hampton (Safeguarding and Attendance Officer) will contact the parents by phone
- 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. All parents have been contacted via social media or text to ask them to update contact details.

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 by contacting DSL, Helen Castle.

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 by notifying the DSL, Helen Castle or the LADO, Hayley Cowmeadow.

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 and carers to do this. These are children who have recently come off the Early Help register, had Social Care involvement but no longer have a Social Worker, or children who haven't met the threshold for a referral but where staff have raised concerns.

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 or 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
- Whether they need access to FSM provision

We have agreed these plans with children's social worker where relevant, and will review them fortnightly

If we can't make contact, we will contact the family's social worker or contact the police.

10.2 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 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 using Rocket (our IT provider)

11.2 Outside school

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

Staff will be able to support children's learning through the agreed learning platforms. Videos will be pre-recorded and uploaded to Youtube. Any calls made to parents are not made on personal phones.

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 by notifying them via the Facebook page, texts and on the school website

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils by checking in with the parents of the children we have concerns about. We will also seek ways to have regular contact with the children through Purple Mash feedback.

We will also signpost all pupils, parents 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.

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 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These will be completed by the Finance Officer.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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 child protection 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 policy, safeguarding policy and this addendum
- Confirmation of local processes

- › Confirmation of DSL arrangements

13.4 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.

We will use the school inventory system to log everyone working or volunteering in our school each day, including staff 'on loan'

Details of any risk assessments carried out on staff and volunteers on loan from elsewhere will be kept on the single central record.

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 DSLs 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 DSLs or SENCO can't share this information, the senior leaders 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.

Where children are attending this school from other settings we will ensure the same information is received.

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3- 4 weeks by Helen Castle, Head Teacher. At every review, approval will be sought from the Safeguarding Governor on behalf of the FGB if there are any changes.

16. Links with other policies

This policy links to the following policies and procedures:

- › Child protection policy
- › Safeguarding policy
- › Staff code of conduct
- › IT acceptable use policy

- Health and safety policy
- Online safety policy
- Whistle-blowing policy
- Anti bullying policy