

The Priory School



Child protection and safeguarding: COVID-19 addendum

Monitoring	Frame of engagement	Date
Member of Staff Responsible	CKN	
Consultation Parameters	DfE, SHROPSHIRE Safeguarding Partnership, Local Authority	April 2020
Approval	Chair of Governors, Principal	April 2020
Uploaded to Website		April 2020

Contents

Important contacts	2
1. Scope and definitions.....	3
2. Core safeguarding principles	3
3. Reporting concerns	3
4. DSL (and deputy) arrangements	4
5. Working with other agencies	4
6. Monitoring attendance	5
7. Peer-on-peer abuse	5
8. Concerns about a staff member or volunteer	5
9. Support for children who aren't 'vulnerable' but where we have concerns	5
10. Safeguarding for children not attending school	6
11. Online safety	6
12. Mental health.....	7
13. Staff recruitment, training and induction	7
14. Children attending other settings	8
15. Monitoring arrangements.....	8
16. Links with other policies	8

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Carolyn Knight	info@tpstrust.co.uk
Deputy DSL	Tony Walters Liz Tinsley Lizzie Robey Cheryl White	info@tpstrust.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	There will always be a member of SLT on site; this will vary daily. If the DSL is not on site, the member of SLT on duty will be able to contact the DSL or a Deputy DSL, who will be on call whilst the school is open.	info@tpstrust.co.uk

ROLE	NAME	CONTACT DETAILS
Headteacher	Mr M Barratt	info@tpstrust.co.uk
Local authority designated officer (LADO)	Ellie Jones	lado@shropshire.gov.uk
Chair of governors	Mr I Peterson	info@tpstrust.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the DfE and our 3 local safeguarding partners; Shropshire Council, Shropshire Clinical Commissioning Group and West Mercia Police.

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 and we have provided staff with specific guidance about how to do this when working remotely. Staff will continue to report concerns via Toot Toot, which will

alert a member of the DSL team. They have also been provided with the contact details for Compass should a concern arise outside of normal working hours and they need to make a referral urgently.

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

Due to the rota system we have in place, it is not possible to have a trained DSL or deputy DSL on site at all times. There will always be a member of SLT on site during school opening hours and either the DSL or a deputy DSL will be on call. Contact details of the DSL/deputy DSL on call have been shared with SLT so they can reach a member of the team at all times during school opening hours. The rota clearly states who the member of SLT on duty is and who the DSL/deputy DSL in for each day.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will vary day by day. You can contact them by emailing info@tpstrust.co.uk. If you have an urgent concern you can contact Compass yourself on 0345 678 9021.

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

The school has a list of vulnerable students, accessible by all staff, which includes any students we feel may require extra contact or support during this time (these students do not necessarily meet the 'official' criteria for a vulnerable young person). An email has gone to all of those families with details of a designated mobile phone number that is manned by one of the deputy DSLs. The email also contains links to key websites that may be useful to children and families and a link to our new Student Support Wellbeing Instagram account.

The majority of these vulnerable students have been allocated a key worker – either a member of the DSL/Student Support Team or their Head of House. Daily or weekly contact will be made by the key worker as appropriate and details of the communication logged on a central spreadsheet which is monitored daily by the DSL. Any concerns arising from these communications (or a failure for communication to be made) will be followed up to ensure the safety and wellbeing of the child and their family.

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

Our Education Welfare Officer, with whom the DSL will have weekly contact during term time

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 phoning them

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. Due to the skeletal staffing, our reception is being managed remotely through our central email address, info@tpstrust.co.uk. We have advised parents/carers who have children in school to ensure their child has an operational mobile phone so that they can contact them directly in case of emergency.

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.

Should a concern arise, the DSL or a deputy DSL will contact the relevant parties and provide advice and support as appropriate, liaising with parents/carers to ensure the child is kept safe. If appropriate, the DSL or deputy DSL will engage with external agencies for support, such as Early Help.

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, following our Whistleblowing policy.

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 if required.

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 plans for maintaining contact with vulnerable children 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 spreadsheet with all vulnerable children has been compiled, detailing their level of need, the staff member who will contact them and any notes relating to communications made with the child or anyone connected with them

If we can't make contact, we will liaise with our Education Welfare Officer and, if necessary, 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.

If IT staff are not on site they are contactable and can resolve issues remotely.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Trust-wide Staff Code of Conduct and the Home-Working policy that has been written specifically for the school closure as a result of COVID-19. All staff will continue to look out for signs that indicate a child may be at risk online and will report and respond to concerns in line with this addendum.

The majority of our remote learning is conducted through Show My Homework, which enables staff and students to send messages to each other. All communications can be viewed by parents/carers and SLT will ensure spot checks are conducted at regular intervals.

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, including our new school Instagram account.

Children are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:

- Childline: www.childline.org.uk
- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre

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 have access to their child's Show My Homework account so can monitor the work being set and any communications between staff and students.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be done through emails to those who were receiving support whilst in school, our Instagram account and a dedicated Student Support phone line.

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 do not intend to use staff from other schools but, if we do, we will undertake all appropriate checks by liaising with the school from which they have come.

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 children 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 and this addendum

Confirmation of local processes

Confirmation of DSL arrangements

13.4 Keeping records of who is 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 single central record 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

14. Children attending other settings

No children will be moving to attend another setting during this time. Those who do attend other settings currently are dual registered and therefore still the responsibility of The Priory School.

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 4 weeks by Mrs C Knight, Assistant Principal / DSL. This addendum, and any alterations, will be approved by the Chair of The Priory School Governing Body and the Principal of The Priory School.

16. Links with other policies

This policy links to the following policies and procedures:

Child protection policy

Staff code of conduct

Whistleblowing policy

Home working policy

IT acceptable use policy

Health and safety policy