

COVID-19 School addendum Safeguarding and Child Protection Policy at Hales Valley Trust

Priory: Primary School

Policy owner: Headteacher

Date: September 2020

Date shared with staff: September 2020

Date shared with Governors/Trust: September 2020

Rationale

As a result of Covid19 there is now a far greater emphasis on remote learning. Most children are being educated at home during the coronavirus (COVID-19) outbreak, so our leaders and teachers are having to adjust to remote education strategies. While this is happening, it is important that we continue to follow safeguarding procedures.

DfE guidance:

Schools' duty to provide remote education:

'Where a pupil, class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, DfE expects schools to be able to immediately offer them access to remote education. Schools should ensure remote education, where needed, is high-quality and aligns as closely as possible with in-school provision.'

The Secretary of State has given a temporary continuity direction in order to require schools to provide remote education for state-funded, school-age children unable to attend school due to coronavirus (COVID-19). This will come into effect from Thursday 22 October 2020.'

<https://www.gov.uk/guidance/remote-education-during-coronavirus-covid-19#schools-duty-to-provide-remote-education>

At Priory we have remote learning in place for pupils who are self-isolating. We also have a remote learning plan in place in the event of a further lockdown. As a result on this great emphasis on remote learning the need for good online safety is even more important. We ensure that we follow the DfE guidance regarding safeguarding, remote learning and online safety:

Keeping Children safe in Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

Safeguarding and remote education during coronavirus (COVID-19)

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Keeping Children safe online

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>

Safeguarding pupils and teachers online

Remote education is a new experience for both staff and pupils, so it's important that we understand how to approach safeguarding procedures online. Guidance on [teaching online safety in schools](#) provides information to help us ensure our pupils understand how to stay safe and behave online.

School contact with parents and carers during this time will also be used to reinforce the importance of children staying safe online.

It's especially important for our parents and carers to be aware of what their children are being asked to do, including:

- sites they will be asked to use
- school staff their child will interact with

We emphasise the importance of a safe online environment and encourage our parents and carers to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.

We signpost the following resources to support parents and carers to keep their children safe online:

- [Thinkuknow](#) provides advice from the National Crime Agency (NCA) on staying safe online

- [Parent info](#) is a collaboration between Parentzone and the NCA providing support and guidance for parents from leading experts and organisations
- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Internet matters](#) provides age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [London Grid for Learning](#) has support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Net-aware](#) has support for parents and carers from the NSPCC, including a guide to social networks, apps and games
- [Let's Talk About It](#) has advice for parents and carers to keep children safe from online radicalisation
- [UK Safer Internet Centre](#) has tips, advice, guides and other resources to help keep children safe online, including parental controls offered by home internet providers and safety tools on social networks and other online services

Reporting concerns

We have clear reporting routes in place so that children, teachers, parents and carers can raise any safeguarding concerns, including online safety concerns. We signpost practical support that is available for reporting harmful or upsetting content as well as bullying and online abuse:

Harmful or upsetting content

Get support by:

- *reporting harmful online content to the [UK Safer Internet Centre](#)*
- *getting government advice and trusted resources from [Educate Against Hate](#) on safeguarding from radicalisation, building resilience to extremism, and promoting shared values*

Bullying or abuse online

You can:

- *get advice on reporting online abuse from the National Crime Agency's [Child Exploitation and Online Protection command](#)*
- *get advice and support from [Anti-Bullying Alliance](#) for children who are being bullied*

We know that we can access the free [Professionals Online Safety Helpline](#) which supports the online safeguarding of both children and professionals. Call 0344 381 4772 or email helpline@saferinternet.org.uk. The helpline is open from Monday to Friday from 10am to 4pm.

Communicating with parents, carers and pupils

Where education is now having to take place remotely it's important for schools, teachers and pupils to maintain professional practice as much as possible. When communicating online with parents and pupils, we try to:

- communicate within school hours as much as possible (or hours agreed with the school to suit the needs of staff)
- communicate through the school channels approved by the senior leadership team
- use school email accounts (not personal ones)
- use school devices over personal devices wherever possible
- advise teachers not to share personal information

Virtual lessons and live streaming

When we have to use live streaming or pre-recorded videos in order to deliver remote education, we follow relevant guidance such as guidance from the National Cyber Security Centre (NCSC) and [guidance from the UK Safer Internet Centre on safe remote learning](#) includes detailed advice on live, online teaching.

Teaching from home is different to teaching in the classroom. Our teachers try to find a quiet or private room or area to talk to pupils, parents or carers. When broadcasting a lesson or making a recording, they consider what will be in the background.

Providing pastoral care remotely

Helping parents, carers and pupils to make a weekly plan or structure that includes time for education, playing and relaxing is important to reduce stress and anxiety for families. Routine can give children and young people an increased feeling of safety in the context of uncertainty.

We may consider whether one-to-one sessions could be appropriate in some circumstances. For example, to provide pastoral care or provide support for pupils with special educational needs and disabilities (SEND).

This will be discussed and approved by the senior leadership team to assess any risks. There may be helpful solutions, such as including a parent or additional staff member in the call.

Personal data and GDPR

We continue to follow the guidance outlined in the [data protection: toolkit for schools](#) when managing personal data and may need to consider:

- taking care not to share contact details when emailing multiple people
- being careful when sharing usernames and other personal data for access to online resources
- providing access to school data systems safely

In addition this addendum of Priory's Safeguarding, and Child Protection Policy contains details of safeguarding arrangements listed below:

1. Staff and volunteers able to identify any new safeguarding concerns about individual children as they see them in person following self-isolation
2. Staff and volunteers understand the school's process if they have any concerns about a child, including any returning child following self-isolation, and are able to act immediately
3. Staff and volunteers keep themselves updated with continuing safeguarding updates and new guidance and are aware that Priory's safeguarding arrangements may be subject to change, therefore should make themselves aware of potential new procedures during unprecedented times.
4. Outline, where resources allow, that DSLs (and deputies) will have more time to support staff and children regarding new concerns (and referrals as appropriate) as more children return
5. Ensure that relevant safeguarding and welfare information held on all children (including returning children) remains accurate. Schools and colleges (led by the DSL or deputy) should be doing all they reasonably can to ask parents and carers to advise them of any changes regarding welfare, health and wellbeing that they should be aware of before a child returns
6. Priory has a clear reporting process for parents/carers to inform staff and volunteers that their child has suspected symptoms of COVID19 or feels unwell. Staff will support parents/carers following the advice set out by Public Health England/DfE
7. Changes to DSL (and deputy) arrangements – in the event of a further lockdown the aim is to have a trained DSL (or deputy) available on site. Where this is not the case, a trained DSL (or deputy) will be available to contact via phone or online video - for example when working remotely.
Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.
This might include updating and managing access to child protection online management system (CPOMS) /other school safeguarding systems and liaising with the offsite DSL (or deputy) and as required; liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.
It is important that all staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be remotely.
6. Priory will listen and work with the young person, parents/carers and any multiagency partner required ensuring the safety and security of that young person in respect of peer on peer abuse. Concerns and actions must be recorded on schools safeguarding systems / CPOMS and appropriate referrals made.
8. Process for Domestic Abuse/Domestic Violence should continue via Operation Encompass. (contact Beverley.leddington@dudley.gov.uk)

9. Staff and volunteers should understand the Priory procedure if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of [KCSIE](#) will continue to support how a school or college responds to any such concerns)
10. Vulnerable children for the purposes of continued attendance during the coronavirus outbreak are those across all year groups who:
 - are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
 - have an education, health and care (EHC) plan and it is determined, following risk assessment ([risk assessment guidance](#)), that their needs can be as safely or more safely met in the educational environment
 - have been assessed as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued attendance. This might include children and young people on the edge of receiving support from children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers and others at the provider and local authority's discretion.

Read more in the guidance on [vulnerable children and young people](#).

10. Arrangements are in place to keep children who are not physically attending the school or college safe, particularly online, and how concerns about these children are reported.
11. Supporting children in school - Priory is committed to ensuring the safety and wellbeing of all its students. Priory will continue to be a safe space for all children to attend and flourish in line with implementing protective measures guidance and follow advice from Public Health England on sanitation, social distancing and other measures to limit the risk of spread of COVID19.

The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Priory will ensure that where we care for all children we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on schools safeguarding systems / CPOMS.
12. Supporting Children away from School - Priory 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 communication plan remains in place for that child or young person.

Details of this plan must be recorded on School safeguarding systems / CPOMS, as should a record of all contacts made. Communication plans can include; remote contact, phone contact, doorstep visits. Other individualised contact methods should be considered and recorded.

Priory and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Plans must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSL will consider any referrals as appropriate.

Priory recognises that school 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 Priory need to be aware of this in setting expectations of pupils' work where they are at home.

13. Children and Online Safety away from School/College - Staff and volunteers should be aware of the clear reporting routes for children to raise any concerns whilst working online and are able to signpost children to age appropriate practical support from:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

Priory will ensure 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 policy and where appropriate referrals should continue to be made to children's social care and as required the police.

14. Priory to continue to work with local safeguarding partners and receive any updated advice. DSLs (or deputies) should be leading the school or college's input into the local arrangements
15. Priory continue to work with and receive any updated advice from local authorities regarding 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
16. Staff continue to work with and support children's social workers, the local authority virtual school head for looked-after and previously looked-after children and any other relevant safeguarding and welfare partners.

Where staff are concerned about an adult working with children in the school, they should report the concern to the Headteacher. If there is a requirement to make a notification to the Headteacher whilst away from school, this should be verbally, and then followed up with an email to the Headteacher. Managing allegations process should be followed in the usual way. Contact LADO, Yvonne Nelson-Brown, Allegations@dudley.gov.uk Concerns around the Headteacher should be directed to the CEO: **Jeannette Mackinney**.

Priory 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 is: **Karen Carver** Virtual School Head (VSH) – Andrew Wright, Andrew.Wright@dudley.gov.uk

18. Attendance - Senior leaders, especially the Designated Safeguarding Lead (and deputy) know our most vulnerable children. DSL staff should continue to notify social workers where children with a social worker do not attend. They should also continue to follow up with any parent or carer whose child is expected to attend and does not. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, DSL staff will notify their social worker.

Priory should have at least two emergency contacts to enable communicating with parents and carers and ask for any additional emergency contact numbers where they are not available.

19. Reporting a concern - where staff have a concern about a child, they should continue to follow the process outlined in the original school Safeguarding Policy; this includes making a report via schools safeguarding systems / CPOMS, which can be remotely. Staff are reminded of the need to report any concern immediately.
If there is a significant safeguarding concern and/or if any child, where staying at home for a prolonged period raises a concern for DSL, refer to MASH/Children's Social Services outlining the risks on a MARF and record safeguarding details on Priority safeguarding systems/CPOMS.
MASH contact: - 0300 555 0050 or 0300 555 8574 after 5pm/weekends and Bank Holidays. Email: MASH_Referrals@dudley.gov.uk