

Child protection and safeguarding: COVID-19 addendum

September 2020

At the time of printing, the following roles were held:

Designated Person for Child Protection – KS3: Meera Shah

Designated Person for Child Protection – KS4: Nicola Stephens (Interim)

Other Trained DSLs - Gemma Lewis

DPCP report to Viv Dean – Headteacher

Designated Management Committee Member responsible for Child Protection:
Jean Cooper

Signed:

Date:

By law this policy must be reviewed annually. This policy will be reviewed half termly

DOCUMENT CONTROL

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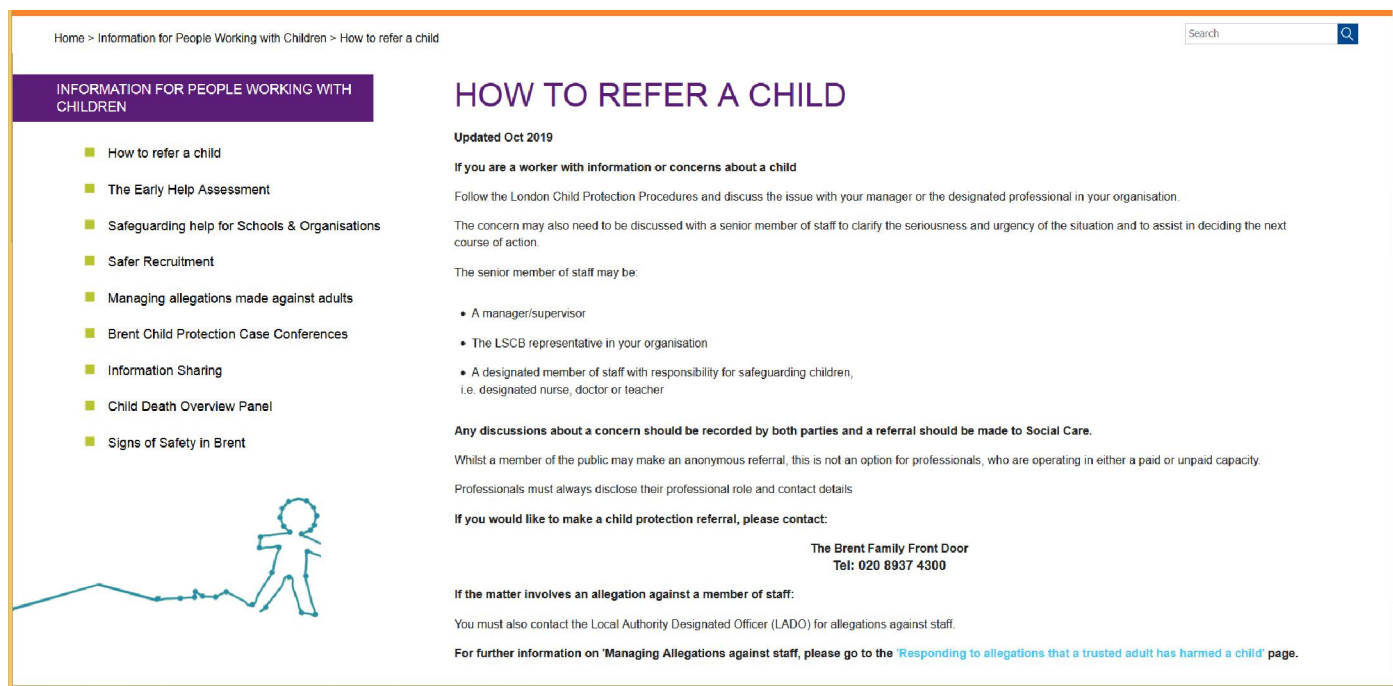
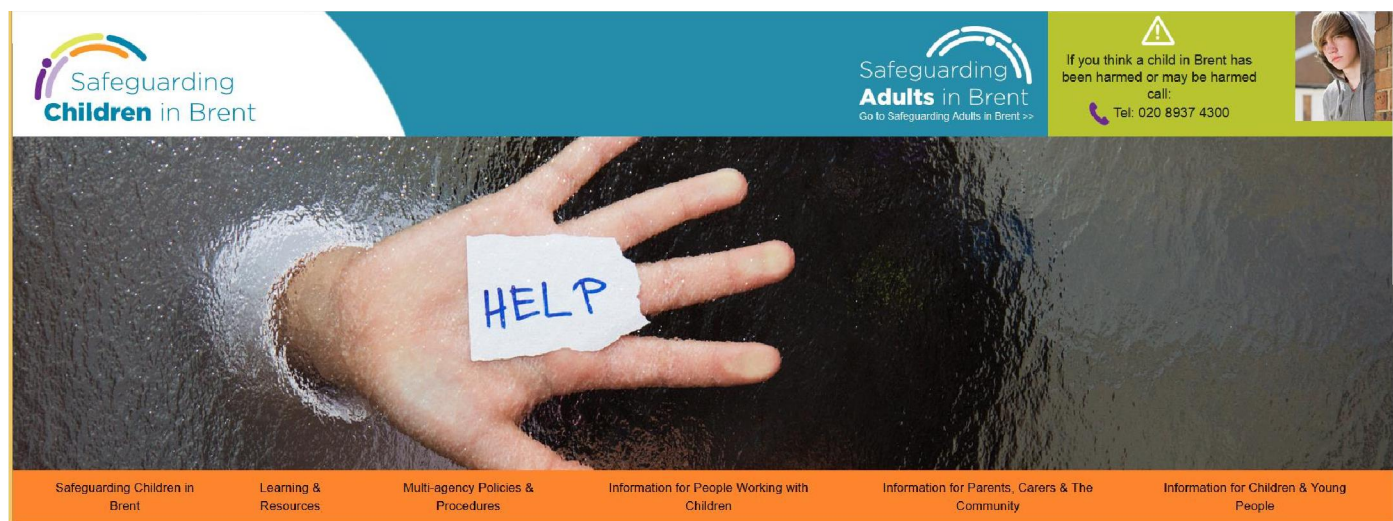
Version	Date	Comments	Author
1	8/09/20	New Policy – taken from The Key Model Policy	Viv Dean

Review Process prior to Ratification	
Name of Group/Department/Committee	Date

Related Policies:	<ul style="list-style-type: none"> • Overarching Safeguarding Statement • Safeguarding Children - Induction Leaflet for Visitors and Contractors • Guidance for Safer Working Practice for Adults who Work with Children and Young People / Code of Conduct for Staff • Positive Handling, Support and Physical Intervention Procedures (part of the Whole School Behaviour Policy above) • Educational Visits Policy (including procedures for assessing risks) • Attendance Policy • ICT and Internet Use Policy • Guidance on the Use of Photographic Images • Data Protection Policy • Positive Behaviour Policy • Anti- Bullying and Anti- Racism etc. • Single Equality Scheme • Special Educational Needs Policy • Sex Education Policy • School Drug Policy • Social Media guidance • PSHE • Safer Recruitment Guidelines (within this Policy) • School Single Central Record • Procedures for Managing Allegations Against Staff • School Whistle-Blowing Policy • Health and Safety Policy • Risk Assessments (inc. Fire Safety) • Premises Management including Security Measures (Formal Inspections and Buildings Register) • Lettings Policy • First Aid and Accident Policies • Administering Medicines Policy • Designated teacher Policy
Statutory Guidance and related documents	<ul style="list-style-type: none"> • See section in the Policy

Brent Local Safeguarding Children Board is now the Brent Safeguarding Partnership - Telephone: 0208 937 4300

From their website



www.dcsf.gov.uk/everychildmatters

Family Assessment Safeguarding Team (FAST)

(01432) 261628

NSPCC 0808 800 5000

www.nspcc.org.uk

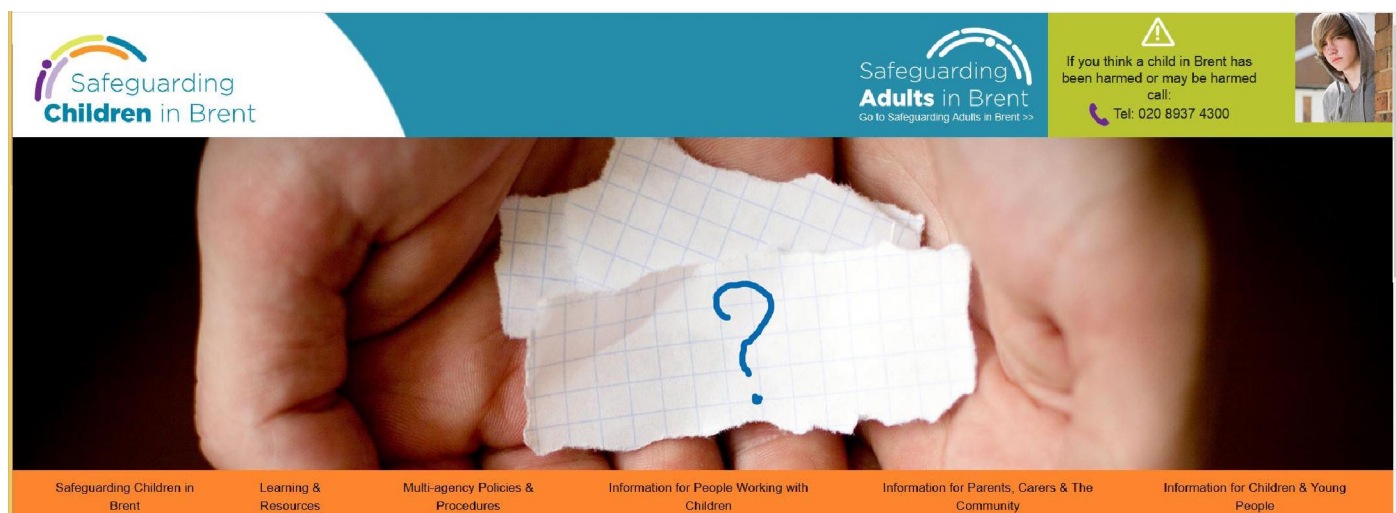
Police:

999 (in an emergency)*

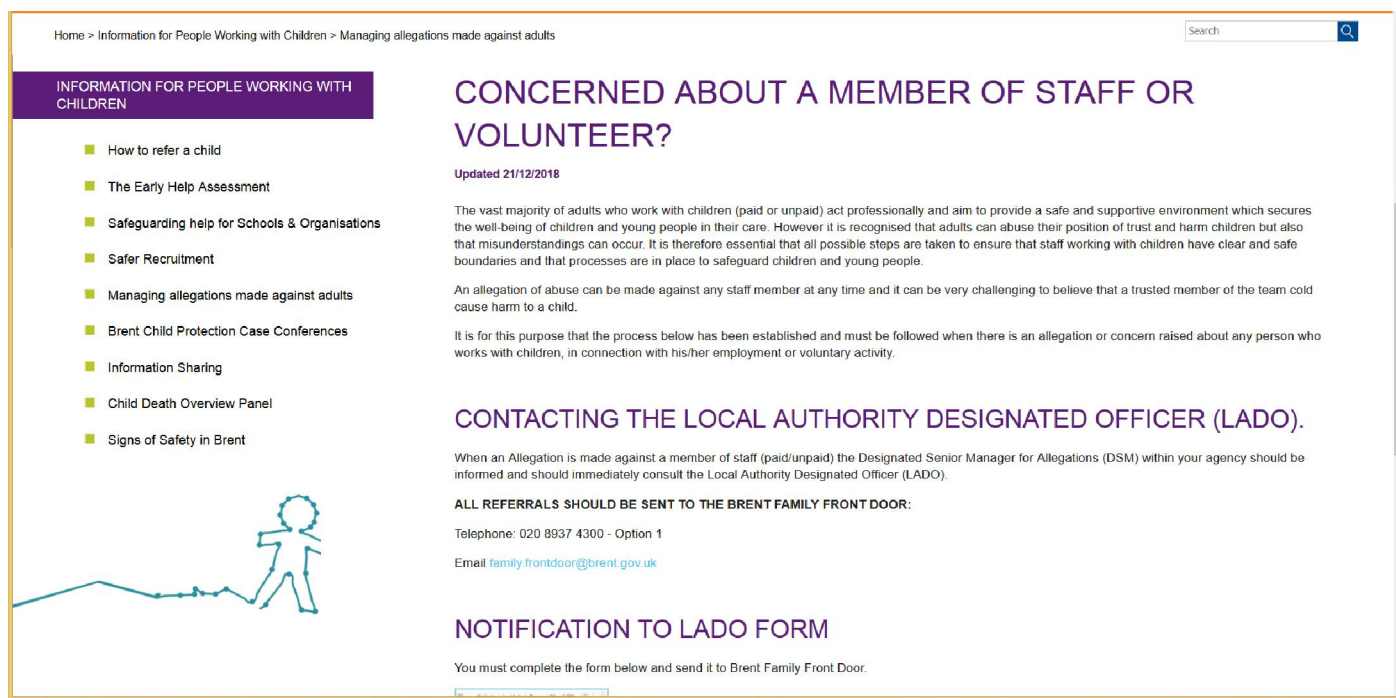
Child Protection Police:

0300 123 4455*

From their website



If you have concerns or an allegation is made, inform the Brent River College DSM (Designated Senior Manager for Allegations) – Vivien Dean (Headteacher)



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Important Contacts

Designated Person for Child Protection – KS3: Meera Shah

Designated Person for Child Protection – KS4: Nicola Stephens (Interim)

Other Trained DSLs - Gemma Lewis

DPCP report to Viv Dean – Headteacher

Designated Management Committee Member responsible for Child Protection:

Jean Cooper

Staff can also refer directly to Brent Family Front Door, by telephone on 0208 937 4300 or by email to

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners (Brent Local Authority, Brent NHS Clinical Commissioning Group and Metropolitan Police) and local authority (LA) Brent.

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 or if they need to self-isolate.

The DFE's definition of 'vulnerable children' includes those who:

- Are assessed as being in need, including children:
 - 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
- Attend a PRU or alternative provision
- 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
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable by the school and/or LA

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.

There are no changes to our reporting arrangement. We will always have a person available to report concerns to. People to report to are listed under Important Contacts.

Staff can also refer directly to Brent Family Front Door, by telephone on 0208 937 4300 or by email to family.frontdoor@brent.gov.uk. The DSL should be informed as soon as possible if you have reported a concern to Brent Family Front Door.

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 either site wherever possible.

If our DSL is not on site, then contact the DSL at the other site and inform the person in charge of the site.

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 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

6. Monitoring attendance

We will continue 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
- 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, 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.

Each child has an individual plan, which sets out :

- 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
- The purpose of the contact

We have agreed these plans with children's social care where relevant.

If we can't make contact, we will report as Child Missing Education and report to Social Care.

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 School 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.

Time will be given 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.

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

The school will also liaise with the school's Safer Schools Officer to gather relevant information about any issues recorded at student's addresses, particularly regarding Domestic Abuse.

11. Online safety

11.1 In school

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

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy and our guidance too staff regarding working online. (Appendix A)

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
- Know where else they can go for support to keep their children safe online

12. Mental health

12.1 Children returning to school

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.

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, training and induction

13.1 Recruiting new staff and volunteers

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.

13.2 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.

They will be

- taken through our Safeguarding Leaflet
- Complete an online course
- read Part 1 of Keeping Children Safe and complete a questionnaire
- read our Staff Codes of Conduct
- read our Child Protection Policy and this addendum and understand our procedures

13.4 Keeping Records of who is on site

We will keep a record of which staff have been on site each day, and ensure that appropriate checks have been carried out for them.

We will continue to keep our single central record up to date.

14. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum half termly. All reviews, will be approved by the full Management Committee at their next meeting.

15. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff codes of conduct
- ICT Policy (which includes acceptable use and online safety)
- Health and safety policy
- Whistleblowing
- Anti-Bullying
- See related policies at the beginning of the document