



Child protection and safeguarding: COVID-19 addendum

Created by: Sarah Stamford

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For public viewing **in times of COVID 19 related school closure and unforeseen Academy closure, resulting in remote learning of students**

Link to other policies:

- Behaviour for Learning Policy and addendum
- Health and Safety Policy
- Health and Wellbeing Policy
- Complaints procedure
- Anti-bullying
- E- safety
- Attendance policy
- Whistleblowing
- Safer recruitment
- Managing allegations
- Teacher Appraisal Policy
- Staff Grievance Policy
- Educational Visits
- Data Protection

*Lord direct us to **live** life to the full*

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sarah Stamford (Vice Principal)	ssamford@saintwilfrids.com
Deputy DSL	Miss C Huddleston (Principal) Mr J Fagan (KS3 AP) Mr P Lewis (KS4 AP) Mrs A Crompton (AP)	chuddleston@saintwilfrids.com jfagan@saintwilfrids.com plewis@saintwilfrids.com acrompton@saintwilfrids.com
Family Support and Child Protection Officer	Miss H Lawson (All years)	hlawson@saintwilfrids.com
Student Support Managers	Mrs J Foster (Transition, Year 7,8 & 9) Mrs J Roberts (Y10 & 11)	jfoster@saintwilfrids.com jroberts@saintwilfrids.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mr M Trohear (Senior AP) Mrs R Sharples (SENCO) Mrs H Cass (6 th Form AP) Mrs G Rees (AP) Mrs E Blezard (AP) Mrs K Milnes (AP)	mtrohear@saintwilfrids.com rsharples@saintwilfrids.com hcass@saintwilfrids.com grees@saintwilfrids.com eblezard@saintwilfrids.com kmilnes@saintwilfrids.com
Principal	Miss C Huddleston (Principal)	chuddleston@saintwilfrids.com
Local authority designated officer (LADO)	Megan Dumpleton	Megan.dumpleton@blackburn.gov.uk 01254 585184
Blackburn with Darwen Authority Support	BwD Multi-Agency Safeguarding Hub (CADS) BwD Emergency Duty Team (Out of office hours)	01254 666400 01254 587547
Safeguarding Governors	Mrs Jill Cross Mrs Clare Leadley	governors@saintwilfrids.com



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1. Scope and definitions

This addendum applies during a period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners (Lancashire and Blackpool) and local authority Blackburn with Darwen.

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 continue to have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are continuing to follow these important safeguarding principles:

- The best interests of students must come first
- If anyone has a safeguarding concern about any student, 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 is essential that unsuitable people do not enter the school workforce or gain access to students
- Students should continue to be protected when they are online

3. Reporting concerns

All staff and volunteers must continue to act on any concerns that they have about a student immediately. It is still vitally important to do this.

As a reminder, all staff must continue to work with and support students' social workers, where they have one, to help protect vulnerable students.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

Each day within the skeleton staff rota SLT staff are allocated to on- site safeguarding roles.

If our DSL (or deputy) cannot be in school, they can be contacted remotely by: email or telephone as indicated in the important contacts section.

We will keep all school staff and volunteers informed by email sharing of the staffing rota as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable students in our school are by utilisation of the shared daily updated password protected documentation, by access to

CPOMs safeguarding records and the risk assessments stored within the Academy shared W drive administration; !COVID 19.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be identified on the published staff rota. Any staff member can contact them by telephoning St Wilfrid's (01254 604000) or by using their Saintwilfrids.com email address

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure that they (the senior leader) can:

- Identify the most vulnerable students in school
- Update and manage access to child protection files, where necessary
- Liaise with the relevant student's social worker, where there is a need to access '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 local safeguarding partners
- The local authority about students 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

In line with the St Wilfrid's attendance addendum and DFE attendance guidance the Department for Education's daily online attendance form will be used to keep an accurate record of who is attending school. Daily returns to the DFE will include details of students expected to be on site and a record of whether they did or did not arrive.

Contact will not be made with any student who was not expected on site unless there are safeguarding or welfare concerns.

Where any student we expected to attend school during the closure does not attend, or stops attending we will:

- Follow up on their absence with their parents or carers, by telephoning the Primary or subsequent contacts as recorded on SIMs
- 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, utilising the records parents were asked to submit when informing St Wilfrid's of their intended attendance pattern saved within the Academy shared W drive administration; !COVID 19.

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.

High risk concerns must be immediately shared with the DSL; lower risks must be recorded following normal procedures on CPOMs.

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 must continue to act on any concerns they have immediately.

Concerns will be shared with the local authority utilising CADs.

We will continue to refer adults who have harmed or pose a risk of harm to a student 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 students who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to students who do not 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. These students are most likely to be those individuals whom the safeguarding team have previously identified and who we are holding and logging weekly or fortnightly telephone conversations with.

If these students will not be attending school, we will put a contact plan in place, as explained in [section 11.1](#) below.

10. Support for students who are returning to the Academy during controlled phased return

Parents are actively encouraged through Firefly messages to advise school of any changes regarding welfare, health and wellbeing that we should be aware of, especially.

Concerns raised by staff regarding students who are returning will be immediately acted upon by POD staff.

11. Safeguarding for students not attending school

11.1 Contact plans

We have contact plans for students with a social worker and students who we have safeguarding concerns about, for circumstances where:

- They will not be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this would not be in the student'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
- How the content of these contacts are recorded

These plans have been agreed with children's social care where relevant, and will be subject to review during core group meetings.

If we cannot make contact with the student/family, following several phone calls at different times during the day, email, firefly, text message and house visit attempts, we will contact CADs (01254 60400).

11.2 Safeguarding all students

Staff and volunteers are aware that this difficult time potentially puts all students at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, students are likely to be spending more time online (see section 12 below).

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school with a team of staff who are able to work remotely to support internet and online provision.

12.2 Outside school

Where staff are interacting with students online, they will continue to follow the Academy's existing IT acceptable use policy

Staff are expected to set lessons using Firefly and may use school email to support remote learning where necessary. The 'Zoom' video app may be adopted by staff as a platform for delivering necessary elements of curriculum but these will never be held on a one to one basis. Rather such an approach will only ever be adopted when delivering to an invited class.

Staff will continue to be alert to signs that a student may be at risk of harm online, and act on any concerns immediately, following the reporting procedures as set out in section 3 of this addendum.

We will make sure students know how to report any concerns that they have back to our academy, and signpost them to other sources of support.

12.3 Working with parents and carers

We will make sure parents and carers:

- Are aware of the potential risks to students online and the importance of staying safe online
- Know what our school is asking students to do online, including which sites they will be using and who they will be interacting with from our academy
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our academy provides
- Know where else they can go for support to keep their students safe online by reporting to CEOP, UK Safer internet Centre or by contacting the Assistant Principal of their student's key stage as indicated on the academy website.

13. Mental health

Where possible, we will continue to offer our current support for mental health for all of our students. Students may report concerns about their mental wellbeing on: 'See something say something', email the appropriate key stage Assistant Principal; utilise external support from agencies including Kooth, Childline, or Samaritans as identified on the Academy website.

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

When setting expectations for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both students' and adults' mental health.

Where there are issues of appropriate concern, referrals to the Mental Health Support Team will be completed to seek guidance and support.

14. Staff recruitment, training and induction

14.1 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 students.

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 the academy.

We will continue to do our usual checks on new volunteers, and do risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

14.2 Staff 'on loan' from other schools

We will assess the risks of any staff who are 'on loan' and working in our academy.

Written clarification from the Headteacher of any school working with the Academy that all staff 'on loan' have been subject to appropriate checks and clearance will be in place prior to these staff joining the Academy.

Any staff 'on loan' to the Academy will always have photo identification from their home school.

14.3 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

14.4 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 daily attendance 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.

15. Students attending other settings

Where students are temporarily required to attend another setting, we will make sure that the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the student is considered vulnerable and any arrangements in place to support them
- The student's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the student's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the student arrives as far as is possible, and otherwise as soon as possible afterwards.

16. Monitoring arrangements

This policy will be reviewed when guidance from the local safeguarding partners, the LA or DfE is updated, and as a minimum every month by the Designated Safeguarding Lead or the delegated deputy. At every review, it will be approved by the full governing board.