

Child Protection and Safeguarding: COVID-19 addendum

Cantell
SCHOOL

2020/21



Child Protection and Safeguarding Policy

Statutory/Non-Statutory: Statutory

Governing Body Approved: 16th September 2020

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Review Date: September 2020

Next Review Date: September 2021

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Ian Creswell (Deputy Head)	ian.creswell@cantell.co.uk 023 80 323 111 ext. 237
Deputy DSL	Michelle Stocker (Safeguarding Lead)	Michelle.stocker@cantell.co.uk 023 80 323 111 ext. 250
Designated member of senior leadership team if DSL (and deputy) can't be on site	This will be on a rota system and detailed publish and emailed to staff in a case by case basis	
Headteacher	Harry Kutty	Head@cantell.co.uk
Local authority designated officer (LADO)		
Chair of governors	Glynis Alexander	

1. Scope and definitions

This addendum applies from the start of the autumn term 2020.

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.

In this addendum, where we refer to vulnerable children, this means 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
- 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.

In the event of a school closure the normal electronic reporting will continue to be in place.

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

If our DSL (or deputy) can't be on site, they can be contacted remotely by the details at the start of this policy.

On occasions where there is no DSL or deputy on site, and at Cantell all Year Leaders can deputise this role, a senior leader will take responsibility for co-ordinating safeguarding.

The senior leader will be responsible for liaising with our 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

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 resume 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, the details of which are in the detailed plan below
- 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.

These concerns should be reported to the Head Teacher or Deputy Head Teacher

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

We have agreed these plans with children's social care where relevant, and will review them in line with the local situation

If we can't make contact, we will liaise with the relevant authorities

For details please see the plan below

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 DSL (or deputy) 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.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time 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. Or, if necessary they will use personal phones but they will withhold their personal number.

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

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 Social Media Policy and remote Learning Plan

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 Please see plan below.

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
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Please see plan below

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.

Year Leaders are aware of who this is likely to be and are prioritising their support. We have also increased our YL and SLT presence to be as proactive as possible. The school's Mental Health Support team have also been training online to be as skilled as possible.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. School Life Coach and our Mental Health Lead have both been either visiting, calling or email throughout closures and stayed in close contact with those that require it. 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 this will continue in further closures – please see plane below.

13. Staff and volunteer recruitment

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.

14. 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.

15. 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 each month by the DSL.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- School Covid-19 Risk Assessment
- Cantell School Behaviour Policy Covid-19 Addendum
- "remote learning plan (SGO)"
- The Covid-19 safeguarding Plan (below)

Safeguarding policy Plan Covid-19

This section of the Safeguarding policy addresses the additional challenges faced during the Covid-19 Pandemic.

For measures taken to keep all in the Cantell Community Safe please read:

1. Cantell School Covid-19 Risk Assessment
2. Cantell School Behaviour Policy Covid-19 Addendum
3. "remote learning plan (SGO)"

The rest of this plan highlights how we will keep our students safe during periods of prolonged absence due to quarantine, self-isolation and illness and what we will do in event of a partial or full closure.

Section 1 – Designated Safeguarding Lead (DSL)

- All contact numbers of DSLs are held at the city
- Ensured that a DSL qualified member of staff is in school at all times
- DSL and Deputy DSL are continuing to virtually meet and liaise with all SW and SS as appropriate
- Year Leaders have the necessary training, skills and knowledge to step into this role should DSL or Deputy DSL be incapacitated
- Further training will be obtained for Pastoral SLT to widen skill base
- Staff have been made aware of how to electronically raise a concern

Section 2 – Keeping Children Safe whilst in quarantine, self-isolation and illness

- Once the school is aware of a student who needs to stay home for 10-14 days the Year Leader will follow the "remote learning plan (SGO)" and ensure that staff are aware and setting work virtually or collecting paper based work for those with no computer access
- Work will be monitored as per this plan
- Regular contact from Year Leader will be conducted on needs based system;
 - Non-FSM, no safeguarding concerns once per week
 - FSM, no safeguarding concerns twice per week and ensure family has food and access to what they require
 - LAC, CP, CIN and those with safeguarding concerns a minimum of twice per week, including speaking with child (a socially distanced home visit may be approved by DSL if required)
- In the event of a LAC, CP, CIN child being in quarantine/self-isolation the Deputy DSL will ensure the relevant social worker/agencies have been informed.
- For **all** students isolating or in quarantine, Year Leaders will ensure that the student has access to and know how to contact the school if required

Section 3 – Keeping Children Safe in the event of a Tier 2 restriction

- The school would provide full time provision to vulnerable children – those with social workers (LAC, CP, CIN), EHCPs and any others deemed vulnerable by the school – and to the children of critical workers
- The rest of the school would move to a rota system combining remote and onsite learning, with some years at home whilst others are in school or half year group at

home whilst other half in (SLT do we need to discuss and chose which – if half of each class at home them can sit 1 to a desk and safer – but harder on teaching staff as still teaching and setting whole class work but can teach same week twice or whole year group at home and staff to set whole class work – SGO)

- The process for ensuring the safety of the students will follow **Section 2** above
- If vulnerable children as defined above do not attend school as required then the Deputy DSL will ensure that the relevant social worker and agencies have been informed

Section 4 – Keeping Children Safe in the event of a Tier 3 or 4 restriction

- In the event of a Tier 3 restriction the government will say which year regroups can attend school, the rest will switch to remote learning full time
- In the event of a Tier 4 restriction, all students will switch to remote learning full time
- In both cases the school will provide full time provision to vulnerable children – those with social workers (LAC, CP, CIN), EHCPs and any others deemed vulnerable by the school – and to the children of critical workers
- If vulnerable children as defined above do not attend school as required then the Deputy DSL will ensure that the relevant social worker and agencies have been informed
- In the event of a tier 3 or 4 restriction for non-vulnerable students the school will follow the “remote learning plan (SGO)”
- Contact with all students is done as follows:
 - Lesson A teachers emails welfare email once per week
 - Students have three days to respond
 - Non response is followed up by phone calls from Lesson A staff (unless on vulnerable list in which case this is forwarded straight to HOY)
 - Non contact via phone call is passed on to HOY
 - HOY then takes over contacting
 - If contact is still not made – home visit will be made – having met all parts of SCC risk assessment for visiting
 - This will continue through traditional Easter break
- The weekly SMHW log is shared with HOY to cross check the non-contact list to see who has not been contacted or logged on to SMHW
- For any child who we have not heard from for a period (the length of which varies depending on prior concerns) will receive a drive by visit either by NGS or SLT on school based team. This is monitored in a central list by DSL, Deputy DSL and HOY
- Vulnerable students not attending during a tier 3 or 4 restriction the students would be risk assessed and our vulnerable children RAG rated highlighting where they are most at risk Those more at risk at home receive additional support – see below
- Contact with vulnerable children Green RAG rated is done as follows:
 - Vulnerable students not open to social services receive a weekly phone call from HOY
 - CIN students receive a weekly call from HOY
 - CP children receive two phone calls per week and a visual fortnightly check from NGS/DSL
 - LAC children receive two phone calls per week
- Contact with vulnerable children Amber/Red RAG rated is done as follows:

- children receive two phone calls per week and a visual check from NGS/DSL/YL
- Regular FaceTime messaging from CAP lead
- Weekly updates and communication with social worker
- Attendance to school
- Please note Home Visits will be conducted in a socially distanced manner and staff will not enter house. In case of emergency we will go through MASH or call the police
- We will limit phone calls to two per week as any more risks alienating parents and leading them to ignore calls
- For children with EHCP the school will offer places but most declined the place previously
- For children with EHCP we conducted risk assessments that cleared all to be at home green rated. SENCo will be in weekly contact with parents offering support
- Students who are supported by Jo Pringle will be emailed regularly by her and she will still offering support and advice

Section 5 Other actions to be taken in event of a Tier 3 or 4 restriction

- All staff will be emailed this plan and made aware that CFC forms should still be used and sent to DSL and Deputy DSL and copy in Year Leader in case of incapacity of one or two persons
- The school's social media policy for staff has been updated making it clear how and when to contact students via Gmail and SMHW and shared this with staff and students (see Remote Learning Plan)
- A central safeguarding email address for parents and students to use during the closure which is accessed by Deputy DSL, DSL and Head Teacher has been created and this will be shared with parents via Text message, website and social media
- The DSL/Deputy DSL will post weekly to Facebook and the school website safeguarding information including staying safe online, contact details for school, Childline, MASH and Police and cyberbullying advice
- Key messages will be translated for EAL families
- All students will be emailed safeguarding information and links covering staying safe online and reassuring them that the school is still here for them

Section 6 – FSM children not in school due to Covid-19

- As per government guidance schools should work with their suppliers to prepare meals or food parcels for pupils who are eligible for benefits-related free school meals and who are not in attendance because they:
 - are self-isolating
 - have had symptoms or a positive test result themselves
 - are a close contact of someone who has coronavirus (COVID-19)
 - are not attending as a result of local lockdown arrangements
- this will done on a case by case basis for individuals
- in event of a larger closure the school business manager will liaise with the catering team to ensure all FSM children are fed during the period of closure