

Child protection and safeguarding: Return to school after Covid-19 addendum

Centre Academy East Anglia

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	DSL Anne Shaul	ashaul@centreacademy.net Phone no: 01449 736404 07555 416172
Deputy DSL	ADSL Allan Thompson	athompson@centreacademy.net Phone no: 01449 736404 07555 416172
Designated member of senior leadership team if DSL (and deputy) cannot be on site	Kim Salthouse	ksalthouse@centreacademy.net Phone no: 01449 736404 07555 416172
Head of School	Kim Salthouse	ksalthouse@centreacademy.net Phone no: 01449 736404 07555 416172
Local authority designated officer (LADO)	LADO Central	email on LADOCentral@suffolk.gcsx.gov.uk LADO central telephone number: 0300 123 2044 for allegations against all staff and volunteers.
Chair of governors	Dr D Rollo MS R Maddison Mrs K Salthouse	07555 416172 020 7738 2344

1. Scope and definitions

This addendum applies during the period of return to school following closure due to COVID-19. It reflects updated advice from our 3 local safeguarding partners the Suffolk Safeguarding Partnership, police, healthcare services and Suffolk County Council.

Our normal safeguarding and child protection policy continues to apply.

The Department for Education'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
- 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 at the provider and LA's discretion

2. Core safeguarding principles

We regard the statutory safeguarding guidance, [Keeping Children Safe in Education](#) (September 2020)

Although we are operating in different ways to normal upon our return to school after Covid-19, 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 is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online
- All children are expected to be IN school

3. Reporting concerns

All staff and volunteers must act on any concerns they have about a child immediately. It is vitally important to do this for children as they return to school after months away from the classroom.

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 have a trained DSL or deputy DSL on site at all times. Details of all-important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will ensure that DSLs (and deputies), know who the most vulnerable children in our school are.

The DSL and ADSL will at all times liaise to

- 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 work with children's social care and other agencies at all times.

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

The following guidance is currently in place:

Customer First 0808 800 4005 (for children) 0800 917 1109 (for adults)

Local Authority Designated Officers Can be contacted via email on LADO@suffolk.gov.uk or using the LADO central telephone number 0300 123 2044 for advice and consultation.

The Child Protection in Sport Unit (CPSU) www.thecpsu.org.uk 0116 366 5580 email: cpsu@nspcc.org.uk

SAFE CIC <http://www.safecic.co.uk/> 01379 871091

Suffolk Safeguarding Partnership www.suffolkscb.org.uk 08456 066067

6. Monitoring attendance

We take our attendance register at 9am, lunch and 3pm.

Where any child does not attend school, or stops attending, we will:

- Follow up on their absence with their parents or carers, by telephone early in the day
- Notify their social worker, where they have one

We have up-to-date emergency contact details of at least 2 adults, and additional contact details where possible.

7. Child on child sexual violence and sexual harassment

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 now renamed child on child abuse. (new to KCSIE September 2020.)

Staff should continue to act on any concerns they have immediately about the returning students.

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 – whether those concerns are about staff/volunteers working within school.

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.

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:

- They might have to self-isolate

Each child has an individual plan, which sets out their individual needs

10. Safeguarding all children

Staff and volunteers are aware that this difficult time potentially has put all children at greater risk.

Staff and volunteers upon return to school 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 all the school's procedures.

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 as the child returns to school.

The DSL and ADSL will be given more time to support staff and children regarding new concerns (and referrals as appropriate) as all 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 if self-isolation is required

The school has maintained contact with children as they return to school, however if the child has to isolate teachers 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 form of check-in

11. Online safety

11.1 In school

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

In KCSIE September 2020 Annex C there is more guidance for online safety in and out of school.

(Please see E-Safety Policy)

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. (see relevant policies) Students should also adhere to the acceptable use agreement when remote learning. Staff need to be aware of all the relevant guidance and policies when contacting students and their families either by telephone or by email. 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 to 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, 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
- Supply parents with any relevant new information from KCSIE September 2020

12. Mental health

12.1 Children returning to school

Staff and volunteers will be aware of the possible effects that the period between March and September 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.

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

12.2 Children at home during any future 'lockdown'

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

(Contact with trusted key workers, the DSL, the SENCo, tutors or any member of staff who the student regularly seeks contact with)

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.

13. Staff recruitment

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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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 Keeping Children Safe in Education September 2020.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school and seek assurance from the 'loaning' school that staff have had the appropriate checks. (Currently this is not applicable in our school)

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14. Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

14.1 New and 'on loan' staff induction

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our safeguarding and children protection policy (and this addendum)
- Keeping Children Safe in Education September 2020 part 1 and Annex A

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 safeguarding and child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

14.2 DSL training

The DSL and ADSL may not be able to take part in training during this period. If this is the case, the DSL and ADSL will continue to be classed as a trained DSL and ADSL even if they miss their refresher training. (Some training during September 2020-December 2020 will be accessed via video conferencing).

The DSL and ADSL will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters, and professional advice groups.

15. 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.

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE and updated by DSL or ADSL for the second half of the Autumn term. At the review it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

Safeguarding and Child protection policy
CAEA Handbook Faculty and Code of Conduct
Health and safety policy
E Safety [Online safeguarding policy]
ICT Code of Conduct and the Acceptable Use Agreement included.
Whistle Blowing Policy
Anti-bullying Policy