Appendix 1 Safeguarding

Safeguarding During Covid19

Important contacts

Role	Name	Contact details
Designated safeguarding lead (DSL)	Rachel Jones Joel Kelly	rachel.jones@theblueschool.com joel.kelly@theblueschool.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	Marcus Guy	marcus.guy@theblueschool.com nora.wilkinson@theblueschool.com

	Nora Wilkinson	
Headteacher	Rachel Jones	rachel.jones@theblueschool.com
Local authority designated officer (LADO)	Matilde Enriquez	020 8583 2565
Chair of Governors	Stephanie Ajayi	sajayi_gov@theblueschool.com
Safeguarding governors	Lavinia Pashley-Wilkins Heidi Swidenbank	lpashley_gov@theblueschool.com hswidenbank_gov@theblueschool.com

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners and local authority (LA) Hounslow.

The statutory members of Hounslow Safeguarding Children Board (HSCB) include:

- Children's Services
- Community Services
- NHS Hounslow
- Hounslow & Richmond Community Healthcare Trust
- Hounslow Borough Police and Child Abuse Investigation Team
- West Middlesex University Hospital (Chelsea & Westminster NHS Trust)
- West London Mental Health Trust
- Feltham Young Offenders Institution
- Probation service
- NSPCC

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 Safeguarding & 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,   or
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

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

Although we are operating in a different way to normal, 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'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. If there is a concern staff should report using CPOMS, which automatically notifies the DSL.

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

The two DSLs (Ms Jones and Mr Kelly) are working onsite on an SLT rota.   Any concerns can be discussed with them over the phone. Ms Jones can attend school within 30 minutes and is the first point of contact: **rachel.jones@theblueschool.com** **Phone:(in staff copy)**

Mr Guy (AHT Inclusion & Wellbeing) is a member of the school's Safeguarding Group and is on site the majority of the time and can provide a steer on safeguarding queries, should there be any delay in reaching Ms Jones or Mr Kelly.

Miss Wilkinson (AHT Standards and Progress) is also working mainly onsite and can also support and advise regarding safeguarding queries.

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

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them, should there be any change to the above.

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

On occasions where there is no DSL on site, a senior leader will take responsibility for coordinating safeguarding. This will be Nora Wilkinson or Marcus Guy (Assistant Head Teachers). You can contact them by email.

The senior leader will be responsible for liaising with the off-site DSL 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, CADA 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 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

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by phoning the appropriate adult
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school (which may be replaced by a direct Arbor/DfE data connection during this period)

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 through email and phoning the parents/carers.

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.

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.

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. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't 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 children will be taken from our children at risk/need records at school.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 Contact plans

We have no children currently under the care of a social worker. However we do have children about whom we have safeguarding or serious wellbeing concerns, or circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

A contact plan will be established for each of these children by Mr Kelly and Mr Guy. These plans will set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We will agree these plans with children's social care if this becomes relevant, and will review them weekly. If we can't make contact, we will contact children's social care or the police.

10.2 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 particular, children are likely to be spending more time online (see section 11 below).

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 code of conduct and IT acceptable use policy, which has been updated to reflect the needs of remote teaching arrangements..

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 by reminding them to access training which the school funds for them via National Online Safety
- 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
- Are aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Parents and carers can visit these websites for extra support and information:

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

Parents and carers may choose to supplement the work from the school with support from online companies and in some cases individual tutors. We will advise parents and carers, of the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online

- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and carers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

13. Staff recruitment, training and induction

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.

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 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We do not intend to 'borrow' staff from other schools. However if we need to, we will assess the risks of staff 'on loan' working in our school, and will require assurance from the 'loaning' school that staff have had the appropriate checks.

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

13.3 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

13.4 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 single central 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. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3-4 weeks by Rachel Jones (Head Teacher and DSL). At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Child Protection & Safeguarding policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Anti-Bullying policy