Approved by:	Rick Clark & Gerry Holden	**Date:** 4th June 2020
Last reviewed on:	4 June by Becks Scullion	
Next review due by:	4th July 2020	

Frensham Heights Child Protection and Safeguarding: COVID-19 addendum

Important Contacts

Role	Name	Contact details
Designated Safeguarding Lead (DSL)	Becks Scullion	07798640669 DSL@Frensham.org.uk Via Teams Chat
Deputy DSL	Carys Willman	07929 000371 Caryswillman@frensham.org
Designated member of Senior Leadership Team if DSL (and deputy) cannot be on site	Rick Clarke	01252 792561 Or 01252 797400 (SLT on call number office hours)
Head	Rick Clarke	01252 792561 Or 01252 797400 (SLT on call number office hours)
Local Authority Designated Officer (LADO)	SW (Waverly) Team	0300 123 1640
Chair of Governors	Bill Bird	Contact via Susie Birdsall 01252 792299 Or 01252 797400 (SLT on call number office hours)

Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners, Boarding Schools Association, ISBA and Surrey County Council

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

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

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.

Add details of any changes to your standard reporting procedures here.

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.

DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site, or on call and within 20 minutes wherever possible and when we have children on site. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) is working remotely, they can be contacted during normal school hours as needed. They are also available through our normal SMT on call procedure with telephone advice and support available for all members of staff after school hours

If the DSL is unavailable for contact, we will keep all school staff and volunteers informed by using out of office messages on school email, and an all staff communication via Teams and Outlook as to who will be the DSL (or deputy) and how to contact them.

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 or deputy on site due to their being no children on site, there will also be a member of SLT available on call. They can be contacted by call the duty SMT number 01252 792561

The senior leader will be responsible for liaising with the 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 (all files are online, files are accessible remotely)
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

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 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:

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 calling home and contacting the child directly via Teams
- 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.

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.

In addition, we will continue to monitor engagement with our online learning, through daily check ins with subject teachers and tutors/class teachers. These records will be held on Schoolbase online from the beginning of the summer term and used to help ensure that students identified as having been a previous cause of concern are monitored and supported by the DSL and pastoral teams.

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. We acknowledge that peer on peer online abuse is an area of increased potential concern. We will continue to encourage parents to actively report concerns, using screen shots as evidence. This will be explored using Teams and Meetings with those concerned; investigations and conversations will continue to happen. At the beginning of the Summer term, all students will be reminded about etiquette, expectations and the school Acceptable Use of Technology Policy. Whilst accessing technology remotely students will be reminded that school is still functioning and the school rules and expectations on them are still applicable

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.

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. This is likely to be limited to those who have been identified as a "Child Protection – cause for concern" on our CPOMS system for the previous term, and where in the DSL and DDSL opinion, where being in the home environment has been part of our cause for concern. The DSL and DDSL will regularly ask pastoral staff to check in weekly and encourage open channels of communication using Teams to ensure children are safe and comfortable in their home environment. If it was felt appropriate the DSL would contact the Head and seek approval for inviting them into school for a break in routine /continued support.

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

Safeguarding for children not attending school

Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for 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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- Add in anything else you'll include in plans here

At present, we have no children that we are aware of who have an active named social worker (1 April 2020)

If needed we will agree an appropriate plan with children's social care where relevant, and will review them every two weeks. If we can't make contact, we will contact the named social worker, police or MASH/C-SPA team as appropriate.

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).

Online Safety

In school

We will continue to have appropriate filtering and monitoring systems in place in school through our IT Manager being available for technical support and monitoring systems in place.

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.

Our Home Learning Policy gives further advice and expectations to staff, students and parents on how we will use technology. 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.

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
- 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

We will be sending all parents an update and reminder on our expectations and where to go for additional support at the beginning of the Summer term.

Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school counsellor is still available for support for those with whom he had previously been supporting. We will also ensure that students know that they can still access this support through contacting him to see availability through Teams

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

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 recruitment, training and induction
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.

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. The Head or Deputy in his absence will be responsible for conducting these checks.

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

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

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.

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

Children attending other settings

Where children are temporarily required to attend another setting, we will make sure 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 child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child'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 child arrives as far as is possible, and otherwise as soon as possible afterwards.

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 4 weeks by the Deputy Head and DSL. At every review, it will be approved by the full governing board.

Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Use of Technology in School expectations
- Home Learning Responsibilities

List any other related policies and procedures that the school has here – for example, whistle-blowing or anti-bullying, if you have these separately.