



Springwood Primary School

Child protection and safeguarding: COVID-19 addendum

**Springwood Primary School
Barton Road
Swinton M27 5LP
Tel: 0161 778 0022**

**Springwood Primary School
Preston Avenue
Irlam M44 5XB
Tel: 0161 921 2170**

Headteacher:	Jacqui Wennington
Written by:	Judith Pitt
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Leads (DSL)	Judith Pitt Aidan Yates Matt Lawrenson	judith.pitt@salford.gov.uk aidan.yates@salford.gov.uk matthew.lawrenson@salford.gov.uk
Deputy DSL	Jacqui Wennington AnnMarie Walker Jeanette Woodward-Styles	jacqui.wennington@salford.gov.uk a.walker@salford.gov.uk jeanette.woodward@salford.gov.uk
Headteacher	Jacqui Wennington	jacqui.wennington@salford.gov.uk
Local Authority Designated Officer (LADO)	Steve Westhead Liz Peppiatt	stephen.westhead@salford.gov.uk elizabeth.peppiatt@salford.gov.uk
Chair of Governors Safeguarding Governor	Jo Martin Craig McCabe	joeckersley@hotmail.com craig.mccabe@lancashire.pnn.police.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Salford LA.

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 and 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 still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education 2019](#).

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 do not 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 still attending school and those at home.

If there are concerns, staff are to contact the DSL in school to pass on these concerns and record on CPOMS.

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) cannot be in school, they can be contacted remotely by email and / or Jacqui can be phoned on her school mobile number: [07902 193895](tel:07902193895).

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 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 does not attend or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by phone call from an SLT member in school
- 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 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 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 working on site or remotely.

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 are not 'vulnerable' but where we have concerns

We have the option to offer places in school to children 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. This includes children who we are aware that parents/carers will struggle to look after for a prolonged period at home.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. Contact plans

We have contact plans for children with a social worker and children for whom we have safeguarding concerns, 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 child's best interests); or
- › They would usually attend but have to self-isolate

Each child is considered individually in terms of a contact plan:

- › 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 they are involved in joint visits or informed them of our plans for contact. These will be monitored by the SLT and reviewed as required.

If we can't make contact, we will inform Children's Social Care.

11. Safeguarding all children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff 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.

For children at home, they will look out for signs like:

- › Parents/carers expressing repeated concerns about their ability to cope with having their child at home full time
- › No contact from children or families

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 In school

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

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Online Safety policy.

Any emails to parents/carers have the Appraisal Lead copied in and are recorded on CPOMS. Any email contact with pupils is via the parent/carer email address and is recorded in the same way.

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/parents/carers know how to report any concerns they have back to our school 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 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

This information will be provided via the school website and in emails from class teachers.

13. Mental health

We will signpost all pupils, parents and staff to 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.

14. Staff recruitment, training and induction

14.1 Recruiting new staff

We continue to recognise the importance of robust safer recruitment procedures so that staff 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.

14.2 Safeguarding induction and training

We will make sure staff 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 Safeguarding and Child Protection policy (and this Addendum)
- Keeping Children Safe in Education Part 1

14.3 Keeping records of who is on site

We will keep a record of which staff are on site each day and have a record of the appropriate checks on the Single Central Record.

We will continue to keep our Single Central Record up to date.

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 4 weeks by Judith Pitt, Assistant Head and DSL. After a review, it will be approved by the full governing board if amended.

17. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection policy
- Staff code of conduct
- E-safety policy
- Health and safety policy
- Whistle blowing policy