FUEL

Annex 1

Safeguarding and Child Protection Policy Addendum – COVID - 19

Reviewed: Sept 2020

Director: Adrian McGregor

Contents

Key contacts

Role	Name	Contact number	Email
Designated Safeguarding Lead	Miralle Bonne	0115 9609139 & 07847 354252	safeguarding@fueleducation.org.uk
Deputy Designated Safeguarding Lead	Sarah Powell	0115 9609139	safeguarding@fueleducation.org.uk
Headteacher	Adrian McGregor	0115 9609139 & 07775 556555	safeguarding@fueleducation.org.uk

1. Scope and definitions

This addendum applies during the period of full school re-opening following school closure due to COVID-19.

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 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 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, both for children continuing to attend or returning to school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via CPOMS, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMS from home, they should email the Designated Safeguarding Lead via the safeguarding e-mail address – safeguarding@fueleducation.org.uk. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

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.

Where staff are concerned about an adult working with children in the school, they should report this to the Headteacher (Adrian McGregor). If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email.

Concerns around the Headteacher should be reported to the LADO as per the Child Protection Policy

FUEL will continue to offer support in the process of managing allegations.

4. DSL (and deputy) arrangements

We always aim to have a trained DSL or deputy DSL on site. Details of all key contacts are listed in the 'key contacts' section at the start of this addendum.

The Designated Safeguarding Lead is: Miralle Bonne

The Deputy Designated Safeguarding Lead is Sarah Powell

We will keep all school staff and volunteers informed as to who will be the DSL (or deputy) on any given day, 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, a senior leader will take responsibility for co-ordinating safeguarding.

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, where necessary

> Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments

FUEL have several staff trained as DSL and in the event that the named DSL and/or Deputies are unavailable through illness, another trained member of staff will take on their duties for that period of time. Any changes to personnel will be notified to all relevant parties.

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

We will resume taking our attendance register and our full attendance policy will be in operation.

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

> Follow up on their absence and adhere to our attendance policy procedure 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, volunteer or supply teacher

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 on site or remotely.

Where staff are concerned about an adult working with children in the school, they should report this to the Headteacher (Adrian McGregor). If there is a requirement to make a notification to the Headteacher whilst away from school, this should be done verbally and followed up with an email.

Concerns around the Headteacher should be directed to the LADO as per the Child Protection Policy

FUEL will continue to offer support in the process of managing allegations.

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 all children for circumstances where:

> They would usually attend but must self-isolate

> The school has been advised by public health to close to a bubble or enforce a whole school closure

Each child has an individual plan, which sets out: -

> How often the school will make contact

> 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

If we cannot make contact, we will contact children's social care or the police where necessary.

10. Safeguarding all children

Staff, volunteers and agency staff 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 the child returns.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

10.2 Children at home

All pupils are expected to return to school and our normal attendance protocol will be re-instated.

The exception to this will be as follows:-

> They would usually attend but must self-isolate

> The school has been advised by public health to close to a bubble or enforce a whole school closure

FUEL will continue to call all parents/carers and pupils on a daily basis (For part time pupils, calls will be made routinely on the days they should attend with us) if no contact is made, calls may be made on days they were not due to attend with us. FUEL will endeavor to speak to pupils and not just parents and a series of safe and well check questions will be asked, the answers will be recorded in CPOMS. Any safeguarding concerns raised will be logged and dealt with as normal.

If a pupil has not been spoken to for 7 days, this will be flagged as a cause for concern and a home visit may be prompted where appropriate. If there is still no contact, this will be reported to the police. Social Care and other appropriate agencies will be updated throughout.

To support the above, FUEL will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Staff 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.

FUEL recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at FUEL need to be aware of this in setting expectations of pupils' work when they are at 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 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 staff code of conduct &

IT acceptable use policy.

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.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- 1:1s, groups (FUEL will endeavor to avoid 1:1 sessions, however risk will be assessed if this is necessary due to for example only one pupil logging in)
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used for video/ live streaming lessons, should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should wherever possible be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided or recommended by FUEL to communicate with pupils, a list of platforms will be provided to all staff
- Staff should record, the length, time, date and attendance of any sessions held.

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

> 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

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.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Including offers of remote key working and counselling referrals where appropriate. This will apply to pupils needing to self isolate or on public health advice, school has closed to a bubble or enforced a whole school closure.

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 aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 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.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

14.1 New staff induction

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

14.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) 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'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.

17. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated.

18.Support from the Senior Leadership Team

The Senior Leadership Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.

This includes, remotely accessing Child Protection files for the purpose of quality assurance, support, guidance and direction.

Senior Leaders will also provide regular group and individual supervision sessions. This may take the form of an online meeting.

19. Links with other policies

This policy links to the following policies and procedures:
- Safeguarding & Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy & Addendum
- Online safety policy
- Behaviour Policy & Addendum
- Infection Control Policy