



**COVID-19: Addendum to the Safeguarding and Child Protection Policy**  
**March 2020**

**DRAFT**

**1. Rationale**

This document is an interim addition to our school safeguarding policy and guidelines. It applies during the period of school closure due to COVID-19. It is based on daily briefings from the DfE specific to COVID-19 and any other national and local guidance we receive, including but not limited to any advice received from the local 3 safeguarding partners, or local authority regarding 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. It is kept under review by the Head Teacher and Deputy Head Teacher and will be updated as necessary throughout the period of school closure.

**2. Principles**

The principles in [Keeping children safe in education \(KCSIE\)](#) and our main *Safeguarding and Child Protection Policy* continue to apply.

The way our school is currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. However, a number of important safeguarding principles remain the same:

- with regard to safeguarding, the best interests of children must always continue to come first
- if anyone in our school community has a safeguarding concern about any child they should continue to act, and act immediately
- our school's Designated Safeguarding Lead (DSL) Jo Sassienie, will continue to be available daily by mobile phone and email [jo@edenprimary.co.uk](mailto:jo@edenprimary.co.uk), as will the Deputy Designated Safeguarding Lead, Helen Graff. [helen@edenprimary.co.uk](mailto:helen@edenprimary.co.uk)
- it remains essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children.
- children should continue to be protected when they are online

**3. Reporting a concern**

In whatever way they are working, whether at school or remotely, it is important for staff to follow the usual procedures, outlined in the Safeguarding and Child Protection Policy, if they have any concerns about a child, about peer on peer abuse,

about online safety, or about a staff member who may pose a safeguarding risk to children. They should act, and act immediately by telling the DSL their concern. They should then follow up as directed by the DSL. The DSL and Deputy DSL are always available on the phone or by email. The Deputy DSL remains five minutes away from the school site by car and, if not at school, will always be able to attend the school site during the hours school is open. Following a concern reported by email or telephone the DSL will request a written report from the staff member. In case of illness or other emergency necessitating a change, any update to DSL information will be given to staff as needed.

#### **4. In-School Provision**

We have offered provision of childcare in school to those with EHCPs, vulnerable children and the children of key workers in line with government guidance. This safeguarding document should be read in conjunction with our document ***Guidelines and Staffing for In-School Provision*** written specifically for this work during the closure period. This document was written by Jo Sassienie and Helen Graff and has been read by all senior leaders, all staff working to deliver the In-School Provision, security guards and the premises manager.

We do not envisage a scenario whereby our staff will be working in any alternative provision or wherein outside staff, for example those from another nearby school, will be working at our school site or with our children. We are kept advised by HEP of such arrangements across HEP schools. Should this occur later this policy will be revised to take account of this.

#### **5. Supporting more vulnerable children**

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with EHC plans. Since the closure of usual schooling on Friday March 20<sup>th</sup> the DSL, Deputy DSL and Inclusion lead have maintained a list of children who are deemed more vulnerable at our school. Not all of these children meet the government's 'vulnerable' definition above.

The school continues to work closely with all these children and their families, including determining, with families, whether or not they need a school place during the closure period.

In order to support those children not in school, who would normally be receiving enhanced pastoral type support in school, we have in place a robust communication plan for keeping in touch with these children's families including regular phone calls and emails from class teachers and SLT. A log of contacts made is kept in the SLT shared drive on the school system. Where we do not receive a response we will make a home visit, following current guidelines, or refer to another agency, eg Social Services. At each SLT meeting (weekly or more often) concerns are discussed, plans reviewed and next steps decided.

The school continues to work with and support children's social workers and other outside professionals as necessary.

## **6. Safeguarding all children, including mental health**

All staff are aware that this difficult time potentially puts all children at greater risk. School is a point of safety for all children where staff can look out for signs of abuse. Our 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 our procedures.

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

- Not completing assigned work or logging on to school systems
- No contact from children or parents
- Any sign of distress
- Seeming more withdrawn during class check-ins or video calls
- Clues in work eg diary writing, drawings

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Teachers will be aware of this in setting expectations of pupils' work where they are at home. We have regard to the government's guidance on providing education remotely.

Each week's suggested work at home will include some aspect of PSHE learning aimed at supporting mental health while at home. We will also signpost pupils, parents and staff to other resources to support good mental health at this time.

For the children of critical workers and/or vulnerable children in our in-school provision, appropriate support is in place for them via the staff who are in charge of them. Any concerns about these children will be relayed to senior staff who can then offer support themselves, or signpost to specialist staff or support services.

## **7. Attendance**

In planning in-school provision we have agreed with families on an individual basis whether children in need should be attending education provision. We will keep this under constant review, week by week, looking at the period of school closure in three phases: leading up to the Spring holiday, during the holiday and after the holiday. We will follow up with any parent or carer who has arranged care for their children and the children subsequently do not attend. On booking a place in the provision parents have been asked to confirm up to date emergency contact numbers.

We are using the [daily online attendance form](#) to keep a record of children of critical workers and vulnerable children who are attending school. Information will be collected by staff supervising children. The record will be submitted each day by the School Business Manager.

## **8. Staff training and safeguarding induction**

All existing school staff have already had safeguarding training and have read part 1 of KCSIE and our School Safeguarding and Child Protection Policy. All staff will be made fully aware of the contents of this addendum to the policy and any updates.

For the period while COVID-19 measures are in place DSL training is very unlikely to be taking place. Therefore a DSL or Deputy DSL will continue to be classed as a trained DSL even if their refresher training is not up to date.

We continue to keep the Single Central Record (SCR) up to date as outlined in paragraphs 148 to 156 of KCSIE. This is the responsibility of the School Business Manager. We will maintain a record of which staff are on site each day, and that appropriate checks have been carried out on each of them.

## **9. Children and online safety while away from school**

All our children, in all classes, are currently being sent work via Parentmail and using Purple Mash and Google Classroom. Most are able to log on to Google Classroom and those who are not are asked to access the work via email, complete work on paper and send back a photo of their work from a parent's email address.

During this period of school closure it is more important than ever we provide a safe environment, including online. Through our IT provider, *Turn IT On*, and through LGFL, we continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on IT systems or recommended resources, and that that any new arrangements continue to effectively safeguard children online.

Where students are using computers in school, appropriate supervision will be in place.

Further guidance is available at

[UK Council for Internet Safety](#)

[UK Safer Internet Centre's professional online safety helpline](#)

We have access each day via email and telephone to IT support and advice from *Turn IT On*.

Whilst working online and remotely, we expect our staff to be doing what they reasonably can to keep all of their children safe. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals will still be made to children's social care and, as required, the police.

## **10. Online teaching**

As a school we take very seriously our duty to consider the safety of our children when they are asked to work online.

The staff Code of Conduct applies to remote working as well as working with children in school.

In addition the following arrangements are in place:

Staff are only to use the agreed list of technologies to set work and interact with pupils. These are Parentmail, Purple Mash, Google Classroom and Zoom. As far as possible staff should use Google Classroom as the preferred platform for any online teaching as it is secure. Should they want to see more children then Zoom is a possibility but less secure so guidance must be followed.

A child's own email address should never be used, nor should school staff engage in one to one correspondence with a child even through a parent's email address. Comments on work can be made in the 'private comments' section alongside each piece of work submitted in Google Classroom.

Our approach will be to use pre-recorded video for teaching, in preference to live teaching in most cases although teachers are asked to provide one online session a week with every child as a class or in small groups. When engaging in online teaching teachers must adhere to the following guidance:

- No one to one teaching – groups only
- If using ZOOM staff should use a reasonably complex password
- If Zoom sessions are accessed by anyone who should not be there the host should immediately shut down the session and then email families to explain what has happened.
- Staff and children must wear suitable clothing, as should anyone else in the household
- Computers should be used in appropriate areas, for example, not in bedrooms if at all possible. The background should be blurred if possible.
- Any live teaching should be recorded, so that if any issues were to arise, the video can be reviewed
- Staff should not be viewed with their family members or any personal items; the appropriate teacher/student relationships should be maintained
- Live classes should be kept to approximately 20 minutes
- Language used should be professional and appropriate, including that of other members of the household in the background
- Teachers and parents should have high expectations of behaviour and guidance can be sent to parents regarding expectations (see Zoom guidance for singing with Daliah.)
- Pre-recorded sessions are a better option than online teaching for the most party.

We will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Further guidance:

[guidance from the UK Safer Internet Centre on safe remote learning](#)  
[London Grid for Learning on the use of videos and livestreaming](#)

We will ensure that children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to the school this will also signpost children to age appropriate practical support from the likes of:

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

Communications with parents and carers will be used to reinforce the importance of children being safe online. It is especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. They will be informed of who from the school their child is going to be interacting with online. This could be the class teacher, TA, another teacher such as the Studio teacher, Hebrew teacher, song and prayer leader, cover teacher or a member of the senior leadership team. It could also be a club leader such as the choir.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In our communications with parents and carers, we will emphasise 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

The school will continue to make families aware of these sources of advice and help at regular intervals through school newsletters.

## **11. Peer-on peer abuse**

We recognise that during the closure a revised process may be required for managing any report of peer on peer abuse and supporting victims. Parents are asked to report any concerns to the HT or Deputy DSL. When we receive any report of peer on peer abuse the school will follow the principles set out in part 5 of KCSIE and outlines in our Safeguarding and Child Protection Policy. Concerns and actions will be recorded and any appropriate referrals made.

## **12. Links with other policies and guidance documents**

This policy links to the following school policies and guidance documents:

- In-school provision Risk Assessment (RA)
- Guidelines and Staffing for In-school Provision
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- IT acceptable Use/Online Safety policy
- Health and Safety Policy

Helen Graff, March 30<sup>th</sup> 2020/updated April 15<sup>th</sup> 2020

### **Further information for schools about COVID-19**

#### ***DfE coronavirus helpline***

Email [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)

Telephone 0800 046 8687

#### ***The Key – COVID-19 resource hub***

<https://schoolleaders.thekeysupport.com/leading-your-virtual-school-during-coronavirus-covid-19/?marker=module-imagepromo-maxi>