

# Child protection and safeguarding: COVID-19 addendum

Gloucester Nursery School



**Approved by:**

Julia Mann

**Date:** 3<sup>rd</sup> April 2020

**Last reviewed on:**

**Next review due by:**

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Headteacher/Designated safeguarding lead (DSL) Also contactable if not onsite	Julia Mann	<a href="mailto:head@gloucester.northants-ecl.gov.uk">head@gloucester.northants-ecl.gov.uk</a> 07496 806683
Deputy DSL Also contactable if not onsite	Kerry Wright	0779330635
Local authority designated officer (LADO) – allegations made against staff	Andy Smith:  Christine York:	<a href="http://www.northamptonshirescb.org.uk/health-professionals/taking-action/designated-officer/">http://www.northamptonshirescb.org.uk/health-professionals/taking-action/designated-officer/</a> DO Administration: 01604 364031 01604 367862 <a href="mailto:AndSmith@childrenfirstnorthamptonshire.co.uk">AndSmith@childrenfirstnorthamptonshire.co.uk</a> 01604 362633. <a href="mailto:CYork@childrenfirstnorthamptonshire.co.uk">CYork@childrenfirstnorthamptonshire.co.uk</a>
Governors	Sue Lane – Chair of Governors  Lesley Pollard – Governor responsible for safeguarding	<a href="mailto:Sue.a.lane@hotmail.com">Sue.a.lane@hotmail.com</a>  <a href="mailto:Lesley.Pollard@peterborough-diocese.org.uk">Lesley.Pollard@peterborough-diocese.org.uk</a> lesley.pollard1@btinternet.com
In the absence of DSL or Deputy at the school	Beccy Merritt	Headteacher at Wallace Road Nursery School – <a href="mailto:head@wallaceroadnursery.gov.uk">head@wallaceroadnursery.gov.uk</a> 01604 713422 07747 560999
MASH – in the event of an allegation made by staff; reporting a concern for a child	MASH	0300 126 1000 Option 1
Police –if the child is in immediate danger	Police	999
Northamptonshire Safeguarding Children Partnership (NSCP) Procedures and information	NSCP	Telephone: 01604 364036 <a href="mailto:nscp@northamptonshire.gov.uk">nscp@northamptonshire.gov.uk</a> <a href="http://www.northamptonshirescp.org.uk">www.northamptonshirescp.org.uk</a> <a href="http://www.northamptonshirescp.org.uk/schools">www.northamptonshirescp.org.uk/schools</a>

## 1. 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 the Police, Health and Northamptonshire Local Authority.

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.

## 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 must continue to act on any concerns they have about a child immediately. It is still vitally important to do this. Staff are required to contact the Designated Safeguarding Lead (or Deputy) immediately.

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 Designated Safeguarding Lead and Deputy are contactable remotely 24/7. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

If our DSL (or deputy) is unavailable, we will share a DSL with Wallace Road Nursery. Their DSL can be contacted by: 07747560999. Her name is Becky Merritt (Headteacher).

All school staff are informed by [email about following safeguarding procedures and reporting concerns to DSL in the first instance or Deputy.

The DSL (and deputy), wherever their location, know who the most vulnerable children in our school are.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

The Deputy will make sure she:

- › Updates and manages access to child protection files, where necessary
- › Liaises with the family whether this is face to face or through phoning. After every weekly contact, she will document the conversation and then store documentation in individual children's folders.

The Designated Safeguarding Lead will:

- › Liaise with children's social workers via email, providing updates from the weekly conversations with families and the Deputy.

## 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 the office staff will phone and document
- › 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 arrange with parents and carers to make sure we have up-to-date emergency contact details and additional contact details where possible. Office staff will be responsible for this.

## 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

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. Contacting the Headteacher (or Chair of Governors). The Headteacher (or Chair of Governors) will follow the procedures set out in the Safeguarding/Child Protection Policy and contact the local authority designated officer(s).

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](mailto: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.

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 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.

Currently we are working with The Abbey Primary School and the DSL is contacting the identified family on a weekly basis and reporting back to the DSL at the nursery.

### **10.2 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 children's 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**

All interaction with parents/carers and children is via Parent Mail and this is only sent by the Office Manager. The Headteacher (DSL) continues to communicate with individual parents using her school email address.

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.

## 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 (reference home learning pack)
- Are aware that they should only use reputable companies or tutors if they wish to supplement the remote learning experiences out children could access with their parents
- Know where else they can go for support to keep their children safe online (ref home learning pack).

## 12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all children.

Through the home learning pack, we will also signpost all children, parents and staff to other resources to support good mental health at this time.

## 13. Staff recruitment, training and induction

### 13.1 Recruiting new staff and volunteers

We have no plans to recruit new staff and volunteers.

We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

However, 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.

### 13.2 Staff 'on loan' from other schools

We have no plans to use staff from other settings/schools or agencies.

### 13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements set out by NSCP.

In the event that new staff and volunteers work in the nursery, they will continue to receive:

- A safeguarding induction
- A copy of our Safeguarding/Child 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 Safeguarding/Child Protection Policy and this addendum
- Confirmation of processes set out by NSCP
- Confirmation of DSL arrangements.

### 13.4 Keeping records of who is on site

We will keep a record of which staff 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 in our school each day, including staff 'on loan'
- › Details of any risk assessments carried out on staff and staff on loan from elsewhere.

## 14. 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) 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

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

## 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 Julia Mann/Headteacher. At every review, it will be approved by the full Governing Body.

## 16. Links with other policies

This policy links to the following policies and procedures:

- › Safeguarding/Child Protection Policy
- › Staff Code of Conduct
- › Health and Safety Policy
- › Online-Safety Policy/ IT Acceptable Use Policy
- › Whistleblowing Policy.