



Addendum 1 to Safeguarding and Child Protection Policy

VISION

To have nurtured children to love learning, love one another and love God.

'Love the Lord your God with all your heart, soul, mind and strength and love your neighbour' (Mark 12)

Addendum drafted by: Alison Bateman

Date: 30th March 2020

Date shared with staff: 2nd April 2020

To be reviewed: As necessary



Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend. Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. This addendum of Holy Trinity's Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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Key contacts

Role	Name	Contact Number	email
Designated Safeguarding Lead	Alison Bateman	02089402730 07802 647262	abateman@htprimary.com
Deputy Designated Safeguarding Lead	Lucy Ashby	02089402730 07779 585933	lashby@htprimary.com
Deputy Designated Safeguarding Lead	Fiona Whiteside	02089402730 07785 767067	fwhiteside@htprimary.com
Chair of Governors	Michele Marcus	07778 485486	mmarcus@htprimary.com
Safeguarding Governor	Francis Neal	07813063789	fneal@htprimary.com neal
AfC Education Safeguarding Adviser	Linda Sheehan	07774686362	linda.sheehan@achievingforchildren.org.uk
AfC Adviser for Online Services and Safety	Peter Cowley	07595173975	peter.cowley@achievingforchildren.org.uk
AfC Virtual School Headteacher	Suzanne Parrott	07827895894	suzanne.parrott@achievingforchildren.org.uk

SPA: 020 8547 5008 **Out of Hours:** 020 8770 5000

LADO: 020 8891 7370
07774332675
lado@achievingforchildren.org.uk



Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans. Those who have a social worker include children who have a Child Protection Plan and those who are looked after by the Local Authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989. Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home. Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding Leads know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

Holy Trinity will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Alison Bateman. There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as there are no underlying reasons that have been discussed with the social worker. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school name will explore the reasons for this directly with the parent and the school. Where parents are concerned about the risk of the child contracting COVID19, Holy Trinity or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. Holy Trinity will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Attendance monitoring

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Holy Trinity and social workers will agree with parents/carers whether children in need should be attending school – Holy Trinity will then follow up on any pupil that they were expecting to attend, who does not. Holy Trinity will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. To support the above, Holy Trinity 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. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Holy Trinity will notify their social worker.



Holy Trinity will complete the Government's daily online attendance form and supply any information regarding attendance requested by Achieving for Children.

Designated Safeguarding Leads

The optimal scenario is to have a trained DSL (or deputy) available on site. Where this is not possible they will be available to be contacted via phone or online video.

If a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

Reporting a concern

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 a Designated Safeguarding Lead. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. 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 to the headteacher. Concerns around the Headteacher should be directed to the Chair of Governors: Michele Marcus

Safeguarding Training and induction

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child. Where new staff are recruited, they will continue to be provided with a safeguarding induction. If staff are deployed from another education or children's workforce setting to our school, we will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:-

- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual



Upon arrival, they will be given a copy of the safeguarding summary leaflet and be informed of the location of the child protection policy and noticeboard.

Safer recruitment and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. When recruiting new staff, Holy Trinity will continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of Keeping Children Safe in Education (2019) (KCSIE).

In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Holy Trinity will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Holy Trinity will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk

Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Holy Trinity will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Online safety in school

Name of school's Online Safety Lead is: Mark Collett. If the Online Safety Lead is unavailable, advice can be sought from Peter Cowley (AfC Adviser for Online Services and Safety).

Holy Trinity will continue to ensure that appropriate filters and monitoring systems are in place to protect pupils when they are online on the school's IT systems or recommended resources.

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 in line with the Safeguarding and Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

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

Online teaching should follow the same principles as set out in the code of conduct. Holy Trinity will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider when delivering virtual lessons, especially if webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be neutral or blurred.
- Live classes should be recorded so that if any issues were to arise, the video could 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 approved by Holy Trinity to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

Supporting children not in school

Holy Trinity is committed to ensuring the safety and wellbeing of all its children. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive support in school, they should ensure that a communication plan is in place for that child. Details of this plan must be recorded on CPOMS, as should a record of contact have made. Holy Trinity will work closely with all stakeholders to maximise the effectiveness of any communication plan. This plan must be reviewed regularly (at least once a fortnight) and where concerns arise, the DSLs will consider any referrals as appropriate. Holy Trinity recognises that school is a protective factor for children and that the current circumstances, can affect the mental health of pupils and their parents/carers. Teachers at Holy Trinity are aware of this when setting expectations of pupils' work when they are at home.

Supporting children in school

Holy Trinity will ensure that where we care for children of critical workers and vulnerable children on site, support is in place for them and we are committed to ensuring their safety and wellbeing. Holy Trinity will continue to be a safe space for all children to attend and flourish. The DSL on site will ensure that there are appropriate staff on site and staff to pupil ratio numbers are appropriate, to maximise safety.

Holy Trinity will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. Holy Trinity will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. Where



Holy Trinity has concerns about the impact of staff absence – such as a Designated Safeguarding Lead or first aiders – discuss this immediately with the Headteacher or Deputy Head teacher.

Mental health

Holy Trinity is aware that negative experiences and distressing life events such as the current circumstances can affect the mental health of pupils and their parents.

Holy Trinity will ensure that appropriate support is in place for the children of critical workers and vulnerable children whilst on site.

Holy Trinity will continue to offer support to pupils who are not on site, this will be done remotely or by phone.

Holy Trinity will ensure that all pupils have contact details for KOOOTH (an online counselling and emotional well-being platform for children <https://www.kooth.com/>)

Peer on Peer Abuse

Holy Trinity recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy. The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on CPOMS and appropriate referrals made.

Ref:

Coronavirus (COVID-19): Safeguarding in schools, colleges and other providers (published 27th March 2020)

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>