Child Protection and Safeguarding: COVID-19 Addendum

The Belvedere Preparatory School

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Elizabeth Foreman	e.foreman@belvedereprep.com 01514711137
Deputy DSL	Abigail Jones	a.jones@belvedereprep.com 01514711137
Designated member of senior leadership team if DSL (and deputy) can't be on site	John Richardson	j.richardson@belvedereprep.com 01514711137
Headteacher	Clare Burnham	c.burnham@belvedereprep.com 01514711137
Local authority designated officer (LADO)	Phil Cooper	safeguarding@si.liverpool.gov.uk Phil Cooper 07921 942091 Nicola Noon 07793 660567
Chair of Board	Bill Currie	Bill@williamcurriegroup.com 01514711137

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 and local authority (LA) Liverpool LEA.

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 2020.

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

> The school should follow the normal safeguarding operating procedures for managing an educational setting or school or childcare provider and should adhere to the school's own Child Protection, Managing Allegations policies and Staff Code of Conduct. For example, everyone should be aware of children with specific safeguarding or health needs or disabilities. Medicines should be stored and administered safely. Everyone should be clear as to the setting's Child Protection and Fire Evacuation procedures. Everyone on site should know how to contact the Hub's Designated Safeguarding Lead/Deputies and First Aiders.

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.

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.

> School must follow normal Local Safeguarding Children Board Procedures

All safeguarding concerns should be reported without delay to the Belvedere Preparatory School's Designated Safeguarding Lead (**Elizabeth Foreman**) / Deputy Designated Safeguarding Lead (**Abigail Jones**) – contact details are listed at the start of this document.

If any member of staff believes a child is at risk of harm, then the Designated Safeguarding Lead should ring **Liverpool Careline on 0151 233 3700**, without delay. If the Designated Safeguarding Lead is unavailable, then any member of staff should ensure Liverpool Careline is contacted without delay.

> If a child is in immediate/imminent danger then staff should ring the **police**.

Safeguarding-mate can provide additional key guidance to all staff regarding key safeguarding procedures: **www.schoolimprovementliverpool.co.uk/safeguarding-mate/**

> If colleagues need further safeguarding guidance or support then they should email:

safeguarding@si.liverpool.gov.uk providing a mobile number for either **Phil Cooper** or **Nicola Noon** to contact them.

Concerns regarding the conduct of staff should be dealt with in line with the school's Managing Allegations policy.

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.

We will keep all school staff and volunteers informed by email should the DSL (or deputy) not be available on any given day, and details of who to contact in their absence.

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. This will be **John Richardson**. Their contact details are listed at the start of this document.

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

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

The following guidance is currently in place:

See Appendix 1

6. Monitoring attendance

In the event of children not be attending school during a 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 doesn't attend, or stops attending. In these cases we will:

> Follow up on their absence with their parents or carers, by telephoning parental contact numbers
> Notify their social worker, where they have one

During the event of a full school closure, we will use the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. We will do this using the Parent Mail system.

Class teachers will complete a weekly Contact Log where attendance in zoom meetings and participation in online learning is recorded. The Contact Logs will inform the weekly SLT telephone calls. The Senior Leadership Team will endeavour to contact the family of all children who are not attending the setting in the event of school closure, in order to verify their wellbeing and welfare on a weekly basis. Relevant information regarding the child's wellbeing or welfare will be shared with key staff. If contact cannot be made via the online learning platform, via zoom meetings or during weekly SLT telephone calls, a member of the SLT will carry out a home visit at the discretion of the Headteacher.

The Headteacher and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child who is not on site. Any plans will be reviewed regularly and if concerns become significant, the DSL will consider any requests for support if considered appropriate.

7. Peer-on-peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education 2020 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/volunteers 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 aren't 'vulnerable' but where we have concerns

In the event of a full school closure, 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. These children may

include, for example, children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns.

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 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

Each child has an individual plan which sets out:

> How often the school will make contact – this will be at least once per 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 relevant, and will review them every 4 weeks.

If we are unable to make contact, we will contact the child's social worker.

11. Safeguarding all children

Staff and volunteers 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. 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 families

> Seeming more withdrawn during any class check-ins or video calls

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 Staff Code of Conduct.

See Appendix 2

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.

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

> 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

13. Mental health

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

We will also signpost all pupils, parents 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.

14. Staff recruitment, training and induction

14.1 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 2020.

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.

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 2020.

14.2 Staff 'on loan' from other schools

There will be no need for staff 'on loan' from other schools.

14.3 Safeguarding induction and training

We will make sure staff and volunteers 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 Child Protection Policy (and this addendum)

> Keeping Children Safe in Education part 1

14.4 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.

We will use the Single Central Record to log:

> Everyone working or volunteering in our school each day

15. 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) and/or special educational needs co-ordinator (SENCO) 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

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

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

16. 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 **Elizabeth Foreman** - DSL. At every review, it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

> Child Protection Policy

> Staff Code of Conduct

> IT Acceptable Use Policy

> Health and Safety Policy

> Online Safety Policy

> Complaints Policy

> Safeguarding Policy

> Anti-Bullying Policy