



## COVID-19 addendum to the Child Protection Policy and Safeguarding Policy

Signed	
Role	Chair of Governors
Date	21 April 2020

Approved by (Committee)	Full Governing Body
Date approved	21 April 2020
Review frequency	Monthly
Date of next review	21 May 2020

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Sian Mumford	01983 293392 <a href="mailto:deputy@northwoodpri.co.uk">deputy@northwoodpri.co.uk</a>
Other contactable deputy DSL: DSL at Cowes Primary School	Stephanie Praetig	01983 293261 <a href="mailto:Stephanie.praetig@cowespri.iow.sch.uk">Stephanie.praetig@cowespri.iow.sch.uk</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs Amanda Airey	01983 293392 <a href="mailto:sbm@northwoodpri.co.uk">sbm@northwoodpri.co.uk</a>
Headteacher	Miss Sarah Hussey	Currently not available
Local authority designated officer (LADO)	Amanda Sheen	01983 823723 <a href="mailto:lado@iow.gov.uk">lado@iow.gov.uk</a>
Chair of Governors	Mrs Viv Garrett	Via the clerk: 07952 665345 <a href="mailto:theclerk@northwoodpri.co.uk">theclerk@northwoodpri.co.uk</a>
Safeguarding Governor	Mr Dean Thistlewood	Via the clerk: 07952 665345 <a href="mailto:theclerk@northwoodpri.co.uk">theclerk@northwoodpri.co.uk</a>

### 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 4 local safeguarding partners Hampshire, Portsmouth, Southampton & Isle of Wight and the local authority (LA) Isle of Wight.

The updated advice is in Appendix 1 at end of this document.

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 is 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

### **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.

DSL, Siân Mumford is on site every other week and contactable by phone when off site. All staff and volunteers are aware that the Deputy DSL (this will be a DSL from another school) can be contacted at any time and all have their phone number.

All staff and volunteers are aware that that when our DSL is not on site, they can report to Mrs Amanda Airey, School Business Manager, member of the SLT, who is on site on the weeks when the DSL is not and will liaise with her.

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**

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.

If our DSL (or deputy) cannot be in school, they can be contacted remotely by telephone.

We will keep all school staff and volunteers informed by text and email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that the DSL and deputy, 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 the School Business Manager, Mrs Amanda Airey. You can contact her by telephone 01983 293392.

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
- Complete a weekly return to the DSL (if anything has happened) and she will then feed into governors if necessary

## **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 4 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 and is in Appendix 1 at the end of this addendum.

## **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 telephone calls and doorstep visit if necessary (social distancing rules will be observed)
- 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 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 send a text message to all families every Monday asking for this information.

## **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.

See Section 4 for details of who to contact, how investigations will be carried out and how we will support victims during school closure.

## **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.

They should use the Important Contact list at the beginning of this document. If the concern or allegation is about the DSL, Deputy DSL or School Business Manager, staff or volunteers should contact the Chair of Governors in the first instance.

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 are not ‘vulnerable’ but where we have concerns**

We have the option to offer places in school to children who do not 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 might be children who have previously had a social worker, or children who school leaders and staff have identified as being vulnerable but not under the published definition i.e. living in poverty, previous staff concerns, parent/carer or child’s mental health.

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 will not be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this would not 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 a 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 two weeks.

If we cannot make contact, we will attempt to contact other family members from the child’s contacts, contact social workers or the police.

## **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.

If IT staff are unavailable, our contingency plan is Wight Support.

### **12.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and 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.

### **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

We will email all families information regarding online safety. Families will be reminded that they can contact school or their child's teacher for advice

## **13. Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. These are the new measures we have put in place:

- Our anti-bullying cat "Online Oscar" is relaunched for any child to email any worries or concerns to. This will be monitored by Andrew Steed and Stephen Emmett
- New ELSA email – children on the ELSA list have been contacted by Teresa Marshall, our ELSA and she is sending resources as required
- Teacher contact – a daily email and a phone call every three weeks when the class teacher is in school. A class teaching assistant or the Deputy Head Teacher will make phone calls for teachers who are currently not in school.

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.

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 are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

#### **14.2 Staff 'on loan' from other schools**

We will assess the risks of staff 'on loan' working in our school and seek assurance from the 'loaning' school that staff have had the appropriate checks. Risk Assessments will be undertaken by the School Business Manager.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

#### **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 children 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 child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

#### **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.

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

### **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 cannot 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 the Senior Management Team and the Safeguarding Governor. At every review, it will be approved by the full governing body.

## **17. Links with other policies**

This addendum links to the following policies and procedures:

- Child protection policy
- Safeguarding policy
- Staff Behaviour policy
- IT policy
- Health and safety policy
- Online safety policy



## Coronavirus (COVID-19)

### Guidance related to children and young people

Safeguarding children on the Isle of Wight remains a priority as we work through the current situation with the coronavirus. These are uniquely challenging times and the strength of the local partnership on the Isle of Wight will stand us all in good stead to meet those challenges.

Working practices will continue to evolve over the coming weeks to meet the needs of the most vulnerable in our communities. We are reassessing our planned activity and adopting a pragmatic approach to what is feasible as we adapt to new working arrangements, but our commitment to provide help and support where needed is as strong as ever.

**Partnership Team** – The Team will continue to respond to enquiries via [SCP@iow.gov.uk](mailto:SCP@iow.gov.uk) and 01983 814545.

**Meetings** – Board and subgroup meetings will continue as scheduled, however these will be held virtually and dial in details provided for each meeting.

**Referrals** - During this time, referrals to the Learning Inquiry Group (LIG) for Child Safeguarding Practice Reviews should continue via the usual process.

**Training** - Our 2020-21 Training programme is detailed on our [training webpage](#), however face-to-face training courses have been put on hold. Work is underway to explore the use of e-learning courses where suitable.

Please find below further advice and guidance:

IOW helpline for vulnerable Islanders – **01983 823 600**, available between 9 – 5pm, 7 days a week.

[Local services for children and young people](#)

[Acting lawfully and ethically under the Coronavirus Act 2020](#)

[Barnardo's services during Covid-19](#)

[Child Protection Conferences](#) – Information and key principles for Partners

[Covid-19: What you need to do \(Gov.uk\)](#)

Domestic abuse - [Hampshire Police Response](#)

Domestic abuse - [Where to get help during Covid-19](#)

Domestic abuse – [Perpetrator poster](#)

[Fraud and scams \(Action Fraud\)](#)

[Free School Resources](#) (share with parents) (*ParentZone*)

Mental Health - [Isle of Wight Positive Minds](#)

Mental Health - [Guidance for Parents/Carers to support children's mental health \(Gov.uk\)](#)

[Online safety at home education packs for parents/carers \(ThinkuKnow\)](#)

[Private Fostering](#)

Safeguarding Adults – [Advice for professional](#)

Safeguarding Adults – [For people self-isolating](#)

Safeguarding Adults – [Mutual Aid Groups](#)

[Safeguarding guidance and information for schools \(NSPCC CASPAR\)](#)

[Separated parents managing arrangements \(Parent-info\)](#)

[Supporting Education and Safeguarding Children \(Safe4Me\)](#)

[Supporting Teens to cope with lockdown \(Parent-info\)](#)

Further advice and guidance is available on the [Isle of Wight Council's website](#)

[Training](#) – courtesy of the Virtual College

Free course - [Prevent COVID-19](#)

Free course - [A free Infection, Prevention & Control course](#)

Free course – [Prepare to save a life \(first aid training\)](#)

Infographic – [How to reduce the spread of infection](#)

Poster – [How to wash your hands](#)