

Claremont Primary School

Child Protection Policy Addendum in Response to Covid-19

March 2021

Based on DfE guidance 'Coronavirus (COVID-19): safeguarding in schools, colleges and other provider' 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>



**THE EDUCATION
PEOPLE**

Claremont Primary School

Child Protection Policy Addendum in response to Covid-19

Policy Author: Jenny James (Designated Safeguarding Lead)

Date written/Updated: **2nd March 2021**

Date shared with staff: **2nd March 2021**

This addendum will be reviewed following any updates to national and local guidance and procedures and re-shared as required.

1. Context

- On 30th December 2020 parents in Tunbridge Wells were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and 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. On the 8th March 2021, schools will fully re-open to all pupils.
- The way Claremont is currently operating in response to coronavirus is fundamentally different; however, our safeguarding principles in accordance with 'Keeping Children Safe in Education' (KCSIE) 2020, remain the same:
 - the best interests of children will always come first
 - if anyone has a safeguarding concern about any child they should continue to act and act immediately
 - a DSL or deputy DSL is available
 - 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
- This addendum of Claremont's Child Protection policy contains details of any amendments to our existing safeguarding arrangements.

2. Key School Contacts

	Name	Email	Phone Number
Designated Safeguarding Lead (DSL)	Jenny James	jjames@claremont.kent.sch.uk	01892 531395
Deputy Designated Safeguarding Leads	Clare Smith	senco@claremont.kent.sch.uk	01892 531395
	Candi Roberts	headteacher@claremont.kent.sch.uk	01892 531395
Headteacher (DSL)	Candi Roberts	headteacher@claremont.kent.sch.uk	-
Safeguarding Governor	Matt Lowe	GovMLo@claremont.kent.sch.uk	-
Front Door for out of hours serious concerns	Front Door	N/A	03000 419 191

3. Designated Safeguarding Leads (DSLs)

- The Lead Designated Safeguarding Lead is Jenny James
- The Deputy Designated Safeguarding Lead(s) are Candi Roberts and Clare Smith
- Ideally a DSL (or deputy) will be present on-site; however, if this is not possible, a named DSL will be available to be contacted via phone or online video - for example working from home.
- Where 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 will include updating safeguarding files and liaising with the offsite DSL (or deputy) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school/college.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and children on the board by the office.
- The DSL/Deputy DSL's will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

4. Vulnerable children

- Ensuring that vulnerable children remain protected is a top priority
 - 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.

All pupils are expected to be back in school from the 8th March; however, if we were to go into a National Lockdown situation, the following would apply:

- There is an expectation that children with a social worker will attend a provision, unless in consultation with the child's social worker and family it is agreed this is not in the best interests of the child. Where parents are concerned about the risk of the child contracting COVID19, professionals will talk through these worries with the parent/carer following the advice set out by Public Health England.
- Children with an EHC plan will be risk-assessed in consultation with the Local Authority and parents and a decision will be made about whether they should continue to attend school.
- Claremont has the flexibility to offer a place to other learners who may also be considered vulnerable by the school. Please contact Candi Roberts to discuss this further.
- If vulnerable children are not attending school, we will regularly keep in contact with them.
- Claremont will continue to work with those professionals involved with children and share relevant information with them such as social workers, early help workers and virtual school heads (VSH). This is especially important during the COVID-19 period.
 - This will include information about attendance and any welfare concerns.
 - If there is a safeguarding concern, this will be shared with the relevant professional as soon as possible.

5. Attendance monitoring

- Local authorities and education settings should complete the registers, using specific codes to show whether children are in school or not, following public health advice. All pupils are expected to return to school on March 8th.

6. Reporting concerns

- All staff will continue to look out for any signs that indicate a child may be at risk, both on and off site, including online if remote learning is required due to PHE advice.
 - If a member of staff/volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible using CPOMS.
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot make contact with a DSL, this will not delay them taking immediate action to safeguard a child. Staff will call the Front Door if they have any safeguarding concerns outside of school hours on **03000 419 191**.
 - Concerns will be recorded using existing school safeguarding processes as outlined in our September 2020 Child Protection Policy via CPOMS.
- Learners are encouraged to report concerns via existing systems, or to a trusted adult at home.
- Parents/carers are encouraged to report concerns via existing systems.
- Where staff are concerned about an adult working with learners, they should report the concern to the headteacher.
 - If there are concerns about any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the headteacher should be directed to the Chair of Governors.

7. Safeguarding training and induction

- DSL training is 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.
 - Formal DSL refresher training will be undertaken as soon as possible. DSLs will continue to keep their knowledge up to date through other means.
 - At Claremont, all DSLs are up-to-date with their Safeguarding training
- All existing staff have read KCSIE 2020 Part 1 and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of the school's Child Protection Policy and Covid-19 Addendum.

8. Safer recruitment

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
- During Covid-19 if Claremont recruit new staff we will continue to follow the relevant safer recruitment practices.

- If volunteers are recruited the school will continue to follow the guidance in accordance with KCSIE 2020 and volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at Claremont we will ensure they have a relevant DBS check following DfE guidance at this time. School leaders will risk assess staff from other settings, as we would for a volunteer.
- 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
- 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.
- Claremont will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2020.
- Claremont will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During the period Covid-19 all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- Claremont will continue to update the single central record.

9. Supporting children in school

- Claremont is committed to ensuring the safety and wellbeing of all its learners
- Claremont will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- Claremont will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets
- Claremont will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

Peer on Peer Abuse

- Claremont continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- Claremont recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

Online safety

- Claremont expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies. Please also see the Acceptable Use of Technology Addendum. Any concerns regarding onsite online behaviour or use will be responded to in line with existing policies.
- The school will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented.
 - Learners internet use in school will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.

10. Supporting children not in school

- Claremont will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll
- All DSLs will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020, provide pastoral support and consider whether they would benefit from external support also.
- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service.
 - This could include telephone contact and/or doorstep visits but is at the discretion of the headteacher and DSL.
- 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.
- Claremont recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- The school will utilise its website and social media presence to ensure that safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

Online safety away from school if remote working is required

- All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with the Child Protection Policy addendum.
 - Where necessary, referrals will be made to LADO, children's social care and as required, the police.
- Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:
 - Childline: www.childline.org.uk
 - UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>

- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented.
- All communication with learners and parents/carers will take place using approved communication channels (the office admin email address)
 - Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Claremont will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school behaviour policy.
- When remote meetings are taking place, staff will ensure they are appropriately dressed and ensure their environment is suitable to be shared with others. Where possible, if they have children or other family members in the house, the staff member will be in a separate room to them.
- When delivering remote learning, staff will:
 - Only use online tools that have been evaluated and agreed by leadership.
 - Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
- When using pre-recorded video or live streaming, using webcams or chat facilities, staff and learners will ensure a professional environment is maintained.

This means:

- Staff will record the date and time of online sessions and keep a record of attendance at these sessions
- Live registration sessions delivered from home must be limited to 20 minute slots used to take registers and have brief discussions around the day's learning. In the afternoon, the session must be limited to 10 minutes and used to read a story / discuss the day's learning.
- Staff must inform the DSL immediately following a live session if any concerns have arisen from their own perspective or that of safeguarding of a child.
- The sessions will not be recorded; however, if a staff member has any concerns about something happening in the session, they should invite a member of the DSL team to join.
- Sessions will not be delivered in a 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher in advance. Any sessions with 1 child will be attended by two members of staff.
- Staff will agree online behaviour expectations with learners at the start of lessons.
 - Staff will revisit our acceptable use of technology policy with learners as necessary.
- All participants will be suitably dressed, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate. When live streaming, staff will use the Claremont video backgrounds.
 - Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.

- Where possible, other household members should not be in the background or shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If live streaming, staff will mute and/or disable learners' videos and microphones, as required.

11. Additional support and links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

DfE Guidance

Our guidance is taken from the DfE publication published 22nd February 2021
[Guidance for schools: coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-for-schools-coronavirus-covid-19)

This will be reviewed regularly and you will be made aware of any changes.

Guidance for parents updated on the 24th February 2021:

[What parents and carers need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-covid-19)

Specific Links relating to Coronavirus for Learners and Parents/Carers

- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk/
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org
- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- National Women's Aid Domestic Abuse 24hr helpline:0800 2000247