



# COVID-19 Addendum

Arrangements for Safeguarding and  
Child Protection at  
Veryan C of E School

*Spring 2*

## Key Contacts

Role	Name	Contact Info
Designated Safeguarding Lead (Head of School)	Caroline Jarrett	<a href="mailto:Veryan.head@celticcross.education">Veryan.head@celticcross.education</a>
Deputy Designated Safeguarding Lead	Emeline Goodall Laura Blayney	<a href="mailto:Emeline.goodall@celticcross.education">Emeline.goodall@celticcross.education</a> <a href="mailto:Laura.blayney@celticcross.education">Laura.blayney@celticcross.education</a>
Chair of School Monitoring Council	Andrew Nicholson	<a href="mailto:Andrew.nicholson@celticcross.education">Andrew.nicholson@celticcross.education</a>
Chair of Directors	Temporarily, Rita Watkins	<a href="mailto:Rita.watkins@celticcross.education">Rita.watkins@celticcross.education</a>
Safeguarding Trustee	Mark Jewels	<a href="mailto:Mark.jewels@celticcross.education">Mark.jewels@celticcross.education</a>
Local Authority Designated Officer (LADO)		01872 326536 <a href="mailto:lado@cornwall.gov.uk">lado@cornwall.gov.uk</a>

## Context

This addendum applies from 8<sup>th</sup> March 2021 and reflects advice from our 3 local safeguarding partners. It sets out changes to our normal child protection policy and should be read in conjunction with that policy. Unless covered here, the CCE child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under regular review.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with the coronavirus; for example, due to clinical and/or public health advice, for periods of self-isolation or in the event that another lockdown is called.

In this addendum, where we refer to vulnerable children, this means those who are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the Local Authority (LA)
- Those who have an Education, Health and Care Plan (EHCP)

This also includes pupils who have been identified as otherwise vulnerable by our school or LA; for example, those who are:

- On the edge of receiving support from children's social care services, or in the process of being referred
- Pupils who are adopted, or on a special guardianship order
- Young carers

## Our Safeguarding Principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#) (as amended in January 2021). We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A Designated Safeguarding Lead (DSL), or Deputy, (DDSL) should be available to staff at all times
- 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

## Reporting Concerns or Disclosures

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 at school and those at home. Use of the online reporting system, My Concern, allows our school to report promptly. If a concern relating to a child or family is urgent, colleagues should report the incident directly to a DSL or DDSL in person, or by phone, as well as recording the incident on My Concern/CPOMS. Every concern or disclosure should be reported immediately and always before the end of the school day.

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.

## DSL and DDSL 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 document.

If our DSL can't be on site, they will make arrangements to be contacted remotely. On the very rare occasion where there is no DSL or Deputy on site, Tamsin Parry can be contacted at the central office- 01208 590150.

In the absence of a DSL or DDSL, a Senior Leader will take responsibility for co-ordinating safeguarding and will liaise with appropriate colleagues. The Senior Leader will be responsible for liaising with the off-site DSL/Deputy to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files through My Concern and CPOMS
- Liaise with children's Social Workers, where they need access to pupils/or to carry out statutory assessments
- Discuss where/when immediate referrals are needed and how, or if, parents/carers should be contacted
- Provide general advice and direction for staff who have any concerns relating to safeguarding

## Working with other agencies

We will continue to work with children's social care, with Virtual School Heads (for looked-after and previously looked-after children) and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum, where necessary, to reflect any updates from:

- The OSCP
- The Local Authority regarding children with Education, Health and Care Plans (EHCPs)
- The Local Authority Designated Officer (LADO)
- Children's Social Care, adhering to reporting mechanisms and referral thresholds

Additional information relating to the OSCP can be found here:

<https://ciossafeguarding.org.uk/scp/p/our-partnership/our-safeguarding-children-partnership-oscip-introduction>

## Monitoring Attendance

From 8<sup>th</sup> March, we will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school, unless a statutory reason applies; for example:

- the pupil has been granted a leave of absence
- the pupil is unable to attend school because of sickness
- is unable to attend because of clinical advice
- is absent for a necessary religious observance
- the pupil has symptoms of covid-19, or has received a positive test result
- the child/ren lives with someone who has symptoms, or has tested positive and is a household contact

- the child is a pupil who has had close contact with someone who has tested positive for coronavirus (COVID-19)

In compliance with The Remote Education, Temporary Continuity Direction, schools should provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around the coronavirus (COVID-19).

When a child is absent from school without valid reason, or stops attending, we will:

- In the first instance, follow up on their absence with their parent/carer using primary and secondary contact details we have on file, to seek a reason for their absence.
- Conduct a home visit if no one can be contacted, to check the wellbeing and safety of the child/ren and family. NB- social distancing should be maintained during door step visits; staff should request to see and speak to pupils.
- If the child/family is supported by a social worker, we will notify them of the non-reported absence and the difficulty the school have encountered in contacting the parent/carer.

We regularly remind parents and carers to keep the school informed of up-to-date emergency contact details and additional contact details of extended family/ trusted adults.

## Peer on peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, and the CCE peer on peer abuse policy, when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately; this includes consideration for both children attending school and those at home. Contact will be made with the school's DSL who will investigate and, where necessary, apply the procedures of the policy to any reported incidents.

## Concerns about a staff member, supply teacher 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/supply teachers/volunteers working on site or remotely. This includes the addition of transferrable risk.

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 use the local LADO and continue to refer potential cases of serious 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), in line with government guidance.

## Risk Assessments for vulnerable pupils

From March 8<sup>th</sup>, when any vulnerable pupil is absent from school for a period of time (due to self-isolation, for example), their risk assessment will be reinstated.

Each risk assessment sets out:

- How often the school will make contact (at least once a week)
- Who, and how, staff will make contact
- A brief summary of each exchange will be added to CPOMS/My Concern
- If any concerns arise, or disclosures are made, a clear action plan will be recorded which sets out how the family/child will be supported and how risks will be addressed.
- Any resulting referrals or exchanges with external agencies will be recorded on the electronic safeguarding system

We have agreed these plans with children's social care, where relevant, and will continue to review them, as required.

If we can't make contact with the family, we will report our concerns to the allocated social worker and, where they are not contactable, the police via 101.

## **Safeguarding all CCE Pupils**

Staff and volunteers are aware that this is a difficult time, and the time that pupils have remained at home, potentially, puts 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. Staff should act on concerns immediately, in line with the procedures set out earlier in this document.

## **Children returning to school**

The DSL (or Deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing circumstances that they should be aware of before children return. Parent Support Advisors (PSAs) and Trauma Informed School (TIS) practitioners may be involved in the gathering of relevant information and support for identified pupils. We recognise that School Nurses can also contribute to pupil wellbeing and any ongoing, or newly established, support through the nursing service will be supported by the school.

The DSL and DDSL will consider how much time is needed to support staff and children regarding new concerns (and referrals as appropriate), when children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils face to face.

Staff will refer to the Government guidance for education and childcare settings, and the school's risk assessment, to implement social distancing. We will continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of the spread of covid-19.

## **Children at home**

The school will maintain contact and continue to provide remote education, and wellbeing support, for any pupil who is at home. Staff will use school phones and laptops to make calls, or to share lessons via virtual forums. All contact will be in keeping with the Trust's virtual safeguarding procedures and protocols document.

Staff and volunteers will continue to be vigilant to signs like:

- Pupils not completing assigned work or logging on to school systems
- Receiving no contact from children or families
- Pupils seeming more withdrawn during any check-ins or contact made

## **Online Safety (in school)**

Appropriate filtering and monitoring systems will remain in place within school.

If IT staff are unavailable, Gary Standing and Andrew Manning can be contacted. Staff should call Unit 15 to gain relevant contact details for these staff members.

## **Online Safety (outside school)**

Where staff are interacting with children online, and this has been agreed, they will continue to follow our existing code of conduct, IT acceptable use and digital safeguarding policy, as well as the virtual forum risk assessment and the Trust's virtual safeguarding procedures and protocols document.

Staff will continue to be alert to signs that a child may be at risk of harm online, and act on any concerns immediately, reporting to a DSL or DDSL.

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.

## **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 on the internet, or through other devices.
- Know what our school is asking children to do online, where relevant, 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 teaching and resources our school provides.
- Know where else they can go for support to keep their children safe online.

The above will be communicated via ClassDojo and the school newsletter. Where concerns have been raised, contact will be made directly with the parent/carer to advise them.

## **Mental health & children returning to school**

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look for behavioural signs, including pupils feeling fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Any such concerns should be raised with the school's safeguarding team who will deal with each circumstance accordingly. This may include support for pupils through TIS, or referrals via external agencies.

## **Children at home**

Where possible, we will continue to offer our current support for pupil mental health for all children. We will signpost pupils, parents/carers and staff to other resources to support positive mental health at this time.

Staff and volunteers will be alert to mental health concerns in children who are at home and will act on these immediately, following our reporting procedures set out earlier in this document.

## **Staff & Volunteer Recruitment**

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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. An addendum within the recruitment policy clearly sets out our current processes.

When carrying out DBS checks, and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement, as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as is reasonably practicable.

We will continue to do our usual checks on new volunteers, and complete risk assessments, to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 183-188 of Keeping Children Safe in Education.

## **Safeguarding Induction & Training**

We will ensure that all staff and volunteers are aware of changes to our procedures and local arrangements.

New staff and volunteers will continue to receive a safeguarding induction, in line with the expectations of Keeping Children Safe in Education.

## **Monitoring Arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the OSCP, the LA and/or the Department for Education is updated. At every review, it will be approved by the Board of Directors.

## **Links to other policies**

- This policy links to the following policies and procedures: The CCE safeguarding & child protection policy
- The CCE remote learning policy
- Safeguarding procedures for recorded & livestreaming virtual lessons
- The CCE staff code of conduct
- The CCE IT acceptable use policy
- The CCE digital safeguarding policy
- The CCE peer on peer abuse policy
- The CCE health and safety policy
- The CCE online safety policy



- The CCE remote learning policy
- The CCE whistleblowing policy
- The CCE allegations against staff policy
- The CCE SEND policy
- The CCE exclusions policy
- The CCE medical needs & pupil wellbeing policy
- The CCE technical security policy
- The CCE recruitment policy
- The virtual meetings policy
- The school's behaviour policy

Each of these policies can be found on SharePoint.