

Annex

UPDATED CHILD PROTECTION PROCEDURES DURING COVID-19 SCHOOL CLOSURE

The way schools are currently operating in response to the coronavirus pandemic is fundamentally different from business as usual. The vast majority of children are no longer attending school and are working at home.

Schools have been asked to have in-school provision in place for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be cared for safely at home.

This annex to the school's Safeguarding and Child Protection policy sets out details of our safeguarding arrangements for:

- Version control and dissemination
- Safeguarding priority
- Current school position
- Safeguarding partners' advice
- Roles and responsibilities
- Vulnerable children
- Increased vulnerability or risk
- Attendance
- Reporting concerns about children and staff
- Safeguarding training and induction
- Safer recruitment/volunteers and movement of staff
- Peer on peer abuse
- Online safety
- New children at the school
- Supporting children not in school

Version control and dissemination

Day-to-day working practices will be reviewed by our Designated Safeguarding Lead (DSL) or Deputy DSL on a weekly basis, as pupil circumstances change or following updated advice and guidance from the Department for Education. Relevant information is available on the school website and is made available to staff via our shared area.

We will ensure that all staff and volunteers know who the DSL and DDSL are and how to report concerns.

SAFEGUARDING PRIORITY

During these challenging and unprecedented times, the safeguarding of all children at our school – whether in school or working at home – is our main priority. The safeguarding principles set out below remain the same:

- there is a child-centred approach to safeguarding;
- if any member of staff has a safeguarding concern, they will act on it immediately and will follow the protocols set out in the full safeguarding and child protection policy;
- roles and responsibilities will be clear;
- there will be clear procedures that all staff understand and follow for how concerns are logged, passed on, dealt with followed up;
- No unsuitable adults will be allowed to gain access to children;
- children will continue to be protected when they are learning online.

CURRENT SCHOOL PROVISION

- School is currently open for children who are deemed vulnerable and for the children of key workers
- School is providing online learning materials
- We will not be using any video-conferencing platforms for home learning;
- Email communication with pupils should be in professional standard format, as set out below:
 - Good morning/Good afternoon/Hello/Hi/Dear [name] or year group
 - Instruction/response to question(s)
 - Keep up the good work/Well done/Excellent response(s)/Excellent work/Add more detail to/think of a different way of phrasing etc.
 - Many thanks/Best wishes/thank you
 - Mr/Miss/Mrs/Ms [surname]

SAFEGUARDING PARTNERS' ADVICE

We will continue to work closely with all of our safeguarding partners and will ensure that the information in this annex is consistent with current procedures. This will include the expectations for supporting children with education, health and care (EHC) plans. We shall continue to work with the local authority designated officer (LADO), and staff from children's social care, ensuring that all reporting and recording procedures and referral thresholds are adhered to.

ROLES AND RESPONSIBILITIES

The roles and responsibilities for safeguarding remain in line with our Child Protection Policy.

The Head Teacher, Designated Safeguarding Lead or Deputy DSL will be available on site during the school day. Where this is not possible, the DSL and deputy DSL will be available by phone on the numbers provided below. All members of staff have the contact details and are aware of the protocols they should follow if a safeguarding concern arises.

Where the Head Teacher, DSL or a Deputy DSL cannot be on site, the senior leader on duty will be responsible for co-ordinating safeguarding and will liaise with the DSL, DDSL or Head Teacher should any concerns arise.

The Designated Safeguarding Lead (DSL) for child protection is Mrs Margaret Payne

Contact details: email: paynem@hebburn.net tel: .07595217522

The Deputy Designated Safeguarding Lead is Mrs Sinéad Burdis

Contact details: email: burdiss@hebburn.net tel: 07595217525

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 or health care (EHC) plans.

Children 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 vulnerable if they have been assessed as being in need or meet this definition, as set out in section 17 of the Children Act 1989.

There is an expectation that vulnerable children who have a social worker will attend school, as long as they do not have underlying health conditions that could put them at risk. Where a parent/carer does not want their child to attend school and their child is considered vulnerable, we will discuss this with the child's social worker and will make decisions, in line with advice, that are in the best interests of the child, seeking advice from other agencies, as required.

Pupils with an EHC plan will be risk-assessed in consultation with the local authority and parents will 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 essential services. Many of our children and young people with EHC plans can remain safely at home during this school closure period.

We will encourage our vulnerable children and young people to attend school.

The DSL, all senior leaders, pastoral year leads and the DDSL, are all aware of who our most vulnerable children are. The DSL and DDSL are able to make well-informed, professional decisions on offering places, including to those 'on the edge' of social care.

We will continue to work closely with children's social workers and the local authority's Virtual School Head Teacher (VSH), ensuring the best provision for our looked-after and previously looked-after children.

INCREASED VULNERABILITY OR RISK

Negative experiences and distressing life events, such as the current circumstances in which we find ourselves in, can affect the mental health and well-being of pupils and parents. Staff will be aware of this when setting weekly home learning. Where we are providing in-school provision for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place.

Our staff will be aware of the mental health needs of children and their parents and carers and will contact the DSL or DDSL if they have any concerns. We will identify concerns by keeping regularly in touch with parents.

We have made parents aware of the services that they can access, such as Young Minds, Kooth, the NSPCC, 'Mind' and the Mental Health Foundation, if they are concerned about their child's mental health and well-being

ATTENDANCE

Where a child is expected in school but does not arrive, we will follow our attendance procedures and will attempt to contact the family. If contact cannot be made, the DSL or deputy DSL will be informed.

The DSL or Deputy will attempt to contact the parents/carers by telephone, or a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any visit is made to ensure that nobody is put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker immediately and this will be recorded.

REPORTING CONCERNS ABOUT CHILDREN OR STAFF

It remains paramount that staff act immediately on any safeguarding concerns and following the procedures set out in this policy remains paramount. We have robust measures in place for flagging, dealing with and following up on any concerns that have been identified.

Staff will continue to follow the procedures set out in this policy; this will be rigorously monitored by the DSL and DDSL.

Under current circumstances, it remains crucially important that any allegations of abuse made against staff or volunteers are reported and dealt with thoroughly and robustly, in accordance with our Allegations Against Staff Policy.

REPORTING A SAFEGUARDING CONCERN

- If staff have a safeguarding concern, the following procedures **must be** followed, whether in school or when working from home:
 - Email thompsond@hebburn.net paynem@hebburn.net burdiss@hebburn.net
 - CC binghamm@hebburn.net
 - Subject **SAFEGUARDING CONCERN**
 - Head Teacher, DSL or DDSL to email back 'message received' to acknowledge receipt (it may not be all 3, as long as one person has picked it up).
 - If, for some reason, nobody replies, the DSL or the DDSL should be contacted on the numbers provided above without delay.
 - **Do not** include a summary of the concern in the email you are sending. The email is an alert only. Confidential child protection/safeguarding data should not be shared outside of the protected Egress email system.
 - Record the concern in the safeguarding section of Bromcom which has restricted, confidential access.
 - The safeguarding team will action the response.
 - For any emergency safeguarding concerns, please contact the DSL or DDSL immediately on the numbers provided.

VULNERABLE PUPILS

Welfare checks for vulnerable pupils will be made by our Pastoral Mentors and Home/School Welfare Officer. These calls will be made at least once per week. All comments and concerns will be recorded. Any safeguarding concerns arising from welfare calls will be immediately passed onto the DSL and DDSL who will alert the relevant Social Worker or Key Worker.

ROUTINE YEAR GROUP CONTACT

Phone calls to parents/carers are the responsibility of the relevant Head of Learning and assigned member of the pastoral team.

All communication will be a logged for each year group.

Heads of Learning will RAG rate the pupils and target calls accordingly.

Format of routine calls:

- Ask how the pupil/family is coping with current lockdown circumstances
- Ask if the pupil is managing to keep focused on the work and whether this is this online, paper-based or a combination of both
- Ask if any support is needed
- Signpost parents to support, if required
- Report any safeguarding concerns as set out in this policy

ROUTINE CALL FREQUENCY:

- Identified as vulnerable - weekly
- Red rated – every 2 weeks
- Amber rated – every 3 weeks
- Green rated – as necessary, but at least once per half term.

Heads of learning may make calls more frequently to deal with other pastoral issues or in response to questions from parents and carers.

PROTOCOLS WHEN PARENT/CARERS HAVE NOT RESPONDED TO ROUTINE CALLS:

- If the parent carer does not answer a routine pastoral call, the member of staff will try again the following day.
- After 3 unanswered calls/attempts, the member of staff will email the Attendance Officer to request that a text message is sent to the parent, with the following: 'We have tried to contact you. Could you please call us back on (phone number), as soon as you receive this message. Thank you.'
- If there is no response by the end of the following working day, the member of staff will notify the DSL or DDSL by email and will record this in the safeguarding section of Bromcom.
- DSL or DDSL will send an email to the parent/carers, where electronic access is possible.
- Following the sending of the email, if there is still no response by the following day, a home visit will be made by DSL and DDSL. If there is no answer, a card to be posted through the door.

- If there is no response to the calling card by the end of the next working day, the DSL or DDSL will contact the relevant services at the LA. Where there are serious concerns, the police will be contacted.

STAFF TRAINING AND INDUCTION

Our DSL and DDSL have both completed online refresher training. For the duration of the COVID-19 closure and partial closure, staff will be directed to undertake relevant online safeguarding training, as appropriate.

All current school staff have received safeguarding training and have read Part One and Annex A of 'Keeping Children Safe in Education'. When new staff are recruited or volunteers join us, they will receive a full and thorough safeguarding induction, in accordance with our Safeguarding and Child Protection Policy.

If staff from another setting attend the school site, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirms that:

- the individual has been subject to an enhanced DBS check and children's barred list check and that, in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
- there are no safeguarding investigations into the conduct of that individual
- the individual remains suitable to work with children.

SAFER RECRUITMENT/VOLUNTEERS AND MOVEMENT OF STAFF

We will continue to follow all safer recruitment procedures during the lockdown period.

It is essential that people who are unsuitable to work with children are not allowed to enter the school or gain access to children.

When recruiting new staff, we will continue to follow our Safer Recruitment policy.

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.

For volunteers, we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in any regulated activity with children.

It is essential, from a safeguarding perspective, that the Head Teacher is aware, on any given day, which staff/volunteers are on the school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during the period of school closure.

PEER ON PEER ABUSE

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. Any form of peer on peer abuse is unacceptable and will be taken extremely seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during the closure period.

All staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in this policy.

ONLINE SAFETY

It is likely that children will be using the internet and engaging with social media on a more regular basis during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in place to safeguard and support children. Parents and carers can access online safety information from the following links:

www.thinkuknow.co.uk

www.childline.org.uk

www.ceop.police.uk/safety-centre

All staff will follow the procedures for online safety, as set out in the E-safety Policy.

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or deputy DSL.

As previously set out, email communication with children should be in professional standard format:

- Good morning/Good afternoon/Hello/Hi/Dear [name] or year group
 - Instruction/response to question(s)
 - Keep up the good work/Well done/Excellent response(s)/Excellent work/Add more detail to/think of a different way of phrasing etc.
 - Many thanks/Best wishes/Thank you
 - Mr/Miss/Mrs/Ms [surname]
- Keep emails brief and only include feedback about the work or include a response to a query about the work. Do not enter into lengthy online conversations with pupils or parents. Do not make mention of other pupils in the email to an individual pupil.

CHILDREN NOT ON THE SCHOOL'S ROLL ATTENDING THE SCHOOL DURING THE CLOSURE PERIOD

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children who join us, but it will be especially important where children are vulnerable.

For vulnerable children, we will ensure we understand the all of the reasons for the vulnerability and any arrangements in place to support them. As a minimum, we will seek access to that child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who is the child's social worker. For looked after children, we will contact the Virtual School Headteacher.

This will happen before a child arrives at the school; however, where this is not possible, it will happen as soon as is reasonably practical thereafter.

The sharing of information will follow the guidance set out in this policy and will be on a 'need to know' basis only.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff needs to know the information.

SUPPORTING CHILDREN NOT IN SCHOOL

Where the DSL has identified a child to be on 'the edge of social care support', or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support the child. Details of contact/communication will be recorded. The plan for that child will be reviewed regularly to ensure it meets the needs of the child.

USEFUL WEBSITES

Working Together to Safeguard Children, 2018

<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>

Keeping Children Safe in Education, 2019

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

Preventing and Tackling Bullying 2017

<https://www.education.gov.uk/publications/>

Safeguarding Disabled Children 2009

<https://www.education.gov.uk/publications/>

Where services or activities are provided separately by another body, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and Child Protection and that there are arrangements to liaise with the school on these matters, where appropriate.

RESPONSIBILITIES AND CONTACT

HEAD TEACHER	Mr D R Thompson
DESIGNATED SAFEGUARDING LEAD	Mrs M Payne
DESIGNATED DEPUTY SAFEGUARDING LEAD	Mrs S Burdis
DESIGNATED GOVERNOR	Mrs L Pinder
LOCAL AUTHORITY DESIGNATED OFFICER	Mrs Hilary Bagley
STSCB BUSINESS MANAGER	Mrs Jackie Nolan

DIRECTORATE OF CHILDREN AND YOUNG PEOPLE

South Tyneside Safeguarding Children Board (STSCB) was established in February 2006 under section 13 of the Children Act 2004. STSCB's structure consists of an Executive Board and 8 standing subgroups. The Board is a multi-agency partnership whose membership consists of a number of local agencies with childcare and / or safeguarding responsibilities.

South Tyneside Safeguarding Children Board:

Laygate Centre
 38 Laygate Place
 South Shields
 NE33 5RT
 0191 4246513

Key Duties:

The Children Act 2004 places duties on named agencies to promote and safeguard the welfare of children and young people.

The agencies involved in South Tyneside are:

- South Tyneside Council
- The North East Strategic Health Authority
- Northumbria Tyne and Wear NHS Trust
- South Tyneside Primary Care Trust
- South Tyneside NHS Foundation Trust
- Northumbria Police
- Northumbria Probation Trust
- South Tyneside Youth Offending Service
- Children and Young People's Services

The duties are defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Section 175 of the Education Act 2002 places similar duties upon schools and further education providers.

CONTACT DETAILS

For childcare concerns please contact:

Contact and Referral Team at the Town Hall

0191 424 5010

Out of Hours - 0191 456 2093

Police - 0191 295 7170

Tony Joyce

Independent Reviewing Officer

Laygate Centre

38 Laygate Place

South Shields

Tyne and Wear

NE33 5RT

0191 4247747

Email: tony.joyce@southtyneside.gov.uk

Jackie Nolan
Safeguarding Children Board Business Manager
Laygate Centre
38 Laygate Place
South Shields
Tyne and Wear
NE33 5RT
Tel: 0191 4246513 / Mobile 07881 510 758
Email: jaqueline.nolan@southtyneside.gov.uk

Lynn Hodson
Safeguarding Children Board Administration
Laygate Centre
38 Laygate Place
South Shields
Tyne and Wear
NE33 5RT
Tel: 0191 424 4761
Email: lynn.hodson@southtyneside.gov.uk

Please note that any contact made directly from the school should be in consultation with Mrs M Payne, Mrs S Burdis or Mr D Thompson.

OTHER USEFUL CONTACT NUMBERS

Early Help Service and Early Help Advice team:	0191 424 6214
Contact and Referral (Children's Social Care):	0191 424 4674
Adult Services contact:	0845 1304959
Adult and Children's Out of Hours contact:	0191 4562093
Children's Standards Unit:	0191 4545021