



Safeguarding Children Policy and Guidance (including Child Protection) COVID-19 Addendum

May 2020

Policy No: 73

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LEAD: Angela Macvie

GOVERNOR RESPONSIBLE: Lorraine Petersen

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Important Contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Deb Rattley	djr44@chadsgrove.worcs.sch.uk Tele: 077163 27783
Deputy DSL	Angela Macvie	amacvie@chadsgrove.worcs.sch.uk Tele: 075436 89767
Other contactable DSL(s) and/or deputy DSL(s):	Rebecca Gayden Rebecca Sabel	rgayden@chadsgrove.worcs.sch.uk Tele: 01527 871511 rsabel@chadsgrove.worcs.sch.uk Tele: 01527 871511
Designated member of senior leadership team if DSL (and deputy) can't be on site	Rebecca Gayden	rgayden@chadsgrove.worcs.sch.uk Tele: 01527 871511
Headteacher	Deb Rattley	djr44@chadsgrove.worcs.sch.uk Tele: 077163 27783
Local authority designated officer (LADO)	Duty LADO/Jon Hancock	LADO@worcschildrenfirst.org.uk Jon Hancock Tele: 01905 843311 Duty Tele: 01905 846221
Chair of governors	Lorraine Petersen	cog@chadsgrove.worcs.sch.uk Tele: 07725 733455

To submit an online Cause for Concern notification log onto:
http://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/

1. Introduction

- 1.1. From 20th March 2020 parents were asked to keep their children at home, wherever possible, Schools and all childcare providers were asked to provide care for a limited number of children, those who are vulnerable and those whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

2. Scope

- 2.1. This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Worcestershire local authority (LA) and our 3 local safeguarding partners:
 - Worcestershire County Council
 - West Mercia Police
 - NHS South Worcestershire, NHS Wyre Forest and NHS Redditch and Bromsgrove Clinical Commissioning Groups (CCGs)
- 2.2. This addendum sets out changes to our normal Safeguarding and Child Protection Policy (Policy Number 73) 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, that policy continues to apply.

3. Definitions

- 3.1. 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 or otherwise meet the definition in Section 17 of the Children Act 1989
 - Looked after by the Local Authority
 - Have an education, health and care (EHC) plan (up to age 25)
- 3.2. Eligibility for free school meals in and of itself is not a solely determining factor in assessing vulnerability.
- 3.3. Chadsgrove School additionally includes those pupils at the school on an assessment basis or going through the statutory assessment process in their definition of 'vulnerable'.
- 3.4. As a result of this definition all pupils at Chadsgrove could be considered 'Vulnerable'.

4. Risk Assessments

- 4.1. Whether closed, partly open or fully open, Chadsgrove is committed to ensuring the safety and welfare of all of its' pupils at all times.
- 4.2. Many children and young people with EHC plans can safely remain at home.
- 4.3. There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk. Pupils at Chadsgrove are admitted to the school because they have a physical disability and / or complex health need. Underlying health conditions are experienced by all but a very small minority of pupils.
- 4.4. All pupils at Chadsgrove have been subject to an initial risk assessment in consultation with the Local Authority and parent carers, to 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. Currently, these risk assessments have deemed all children to be safer at home, with support from parent carers. This is due to the fact that all children at Chadsgrove are considered to have underlying health or physical difficulties and their very high levels of care needs means that appropriate social distancing cannot be facilitated. However, this is subject to on-going review and may change.

- 4.5. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who the most vulnerable children are and are able to engage with health services and social care in order to support families should the need arise.

5. Core Safeguarding Principles

- 5.1. During the current period of closure, Chadsgrove School will still have full regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).
- 5.2. Although Chadsgrove is operating in a different way to normal, all staff are still following the following 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 7 for details of the arrangements)
 - 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

6. Reporting Concerns

- 6.1. 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 any children that may attend school and those at home.
- 6.2. Reporting concerns will not change – the DSL should be alerted, though this will be through a phone call, rather than face to face, and then CPOMS should be completed. If the DSL cannot be contacted by phone, then it is important to contact one of the other identified DSLs in order to ensure that a concern has been passed on. CPOMS should not be relied upon, solely, to communicate with the DSL.
- 6.3. Staff are reminded of the need to report any concern immediately and without delay.

7. DSL (and deputy) Arrangements

- 7.1. Chadsgrove aims to have a trained DSL or deputy DSL contactable at all times. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum. Should the school be opened at any point, then this member of staff will be on site if at all possible.
- 7.2. Chadsgrove will keep all school staff informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them. Telephone numbers are included at the start of this addendum.
- 7.3. Chadsgrove will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in the school are.
- 7.4. On occasions where there is no DSL or deputy contactable, a senior leader will take responsibility for co-ordinating safeguarding. This will be Rebecca Gayden, Assistant Head Teacher. Rebecca can be contacted using the information at the start of this document.
- 7.5. The senior leader will be responsible for liaising with the 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 care where they need access to children in need and/or to carry out statutory assessments

7.6. All DSLs and deputies have full access to CPOMS and are able to view the records of all pupils in school, including when they are off-site.

7.7. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

8. Working with Other Agencies

8.1. Chadsgrove School will continue to work with and support Children's Social Care, the Special School Nursing Team and the Virtual School Heads for looked-after and previously looked-after children. The lead person for this will be Angela Macvie.

8.2. Chadsgrove will continue to update this addendum as necessary, to reflect any updated guidance from:

- The three local safeguarding partners
- The local authority about children with education, health and care (EHC) plans
- The Local Authority Designated Officer
- Children's social care

9. Monitoring Attendance

9.1. Currently, Chadsgrove School is fully closed and, for their safety, all pupils are at home.

9.2. As children will not be attending school during this period of school closure, Chadsgrove will not be completing its' usual attendance registers or following the usual procedures to follow up on non-attendance.

9.3. The exception to this is where, should the school re-open to some pupils, any child we expect to attend school doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by text, phone call or home visit if necessary
- Notify their social worker, where they have one

9.4. Should the school re-open to any pupils, Chadsgrove will use the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

9.5. Chadsgrove will make arrangements with parents and carers to make sure up-to-date emergency contact details, and additional contact details where possible, are available. These will be checked with the information held on Scholarpack and updated on this system, as necessary.

10. Peer-On-Peer Abuse

10.1. Chadsgrove 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.

10.2. Staff should continue to act on any concerns they have immediately, about both children attending school and those at home.

10.3. Reporting concerns will not change – the DSL should be alerted, though this will be through a phone call, rather than face to face) and then CPOMS should be completed. If the DSL cannot be contacted by phone, then it is important to contact one of the other identified DSLs in order to ensure that a concern has been passed on. CPOMS should not be relied upon to communicate with the DSL.

11. Concerns about a Staff Member or Volunteer

- 11.1. Chadsgrove will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.
- 11.2. Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working both on site or remotely.
- 11.3. Procedures for reporting concerns will not change – staff should contact the Head Teacher if they are concerned about a member of staff and the Chair of Governors (Lorraine Petersen) if their concerns relate to the Head Teacher. All contact details can be found at the beginning of this addendum.
- 11.4. Chadsgrove 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). Full details can be found in paragraph 163 of KCSIE.
- 11.5. Chadsgrove will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency as per paragraph 166 of KCSIE and the TRA's 'Teacher Misconduct Advice for Making a Referral'. 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.

12. Support for Children who aren't 'Vulnerable' but where there are Concerns

- 12.1. Whilst the school remains closed, or risk assessments confirm that a child is safer at home, Chadsgrove will put a contact plan in place for those children who don't meet the Department for Education's definition of 'vulnerable', but who the school does have safeguarding concerns about. These may include children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns, as explained in section 13 below.

13. Contact Plans

- 13.1. Chadsgrove have contact plans in place for all children in school, regardless of the level of their vulnerability. However, the nature of this contact will vary depending upon any assessed risk.
- 13.2. 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
- 13.3. The DSL has agreed these plans with children's social care where relevant, and will review them weekly.
- 13.4. Weekly updates with children's social care and the Special School Nursing Team will be taking place throughout the closure.
- 13.5. If school staff can't make contact through the agreed means, staff may
 - Contact extended family members for whom there is details on Scholarpack
 - Try an alternative method of communication, for example, text or email
 - Contact health colleagues, for example, the Orchard Team, to see if they have had any contact
 - Contact the child's social worker if they have one
 - Contact the family front door or the police if we feel that a child may be in danger or at risk of significant harm

14. Safeguarding all Children

- 14.1. Staff and volunteers are aware that this difficult time potentially puts all children at greater risk and Chadsgrove School is committed to ensuring the safety and wellbeing of all of its children and young people.
- 14.2. 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 these concerns immediately in line with the procedures set out in section 6 above.
- 14.3. Where the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in school, they should ensure that a robust communication plan is in place for that child or young person or his/her family.
- 14.4. For children at home, school staff will look out for signs like:
 - Not logging on to school systems
 - No contact from children or families
 - Seeming more withdrawn during any class check-ins, visits to the home or video calls
 - Indications from parent carers that they are having difficulty managing the needs of their child
- 14.5. Children are likely to be spending more time online during this period – see section 16 below for our approach to online safety both in and outside school.
- 14.6. See section 18 below for information on how we will support pupils' mental health.
- 14.7. Chadsgrove will share safeguarding messages on its website and social media pages.

15. Online Safety

In School

- 15.1. Chadsgrove will continue to have appropriate filtering and monitoring systems in place in school and on all laptops used off-site.
- 15.2. If IT staff are unavailable, our contingency plan involves contacting Netbuilder who offer regular technical support service and with whom the school holds an SLA. Netbuilder can be contacted on 01905 770882.

Outside School

- 15.3. Where staff are interacting with children online, they will continue to follow our existing staff Code of Conduct and Acceptable Use policies.
- 15.4. Online teaching should follow the same principles as set out in the school's Code of Conduct.
- 15.5. Chadsgrove will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 15.6. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:
 - No 1:1's, groups only, preferable with at least two members of staff
 - Staff and children must wear suitable clothing, as should anyone else in the household.
 - Any computers used should be in appropriate areas, for example, not in bedrooms and attention paid to whatever may be in the background
 - Any live classes, should these be used, should be recorded so that if any issues were to arise, the video can be reviewed.
 - Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
 - Language must be professional and appropriate, including any family members in the background.
 - Staff must only use platforms agreed by Chadsgrove to communicate with pupils
 - Staff should record, the length, time, date and attendance of any sessions held.

- 15.7. 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 6 of this addendum.
- 15.8. 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 Parent Carers

- 15.9. Chadsgrove will ensure that parent 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
- 15.10. All of this information can be found on the e-safety section of the school website.

16. Peer on Peer Abuse

- 16.1. Chadsgrove recognises that during the closure a revised process may be required for managing any report of such abuse and supporting victims.
- 16.2. Where the school receives a report of peer on peer abuse, staff will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.
- 16.3. The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.
- 16.4. Concerns and actions must be recorded on CPOPMS, and appropriate referrals made.

17. Mental Health

- 17.1. Chadsgrove recognises that the school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parent carers. Teachers at Chadsgrove need to be aware of this in setting expectations of pupils' work where they are at home.
- 17.2. Where possible, Chadsgrove will continue to offer its' current support for pupil mental health for all pupils. This will depend upon the needs of individual pupils but may involve, for example, offering counselling over the phone instead of face-to-face.
- 17.3. Chadsgrove will also signpost all pupils, parents and staff to other resources to support good mental health at this time. This information can be found in the Home Learning section of the website.
- 17.4. 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.

18. Staff Recruitment, Training and Induction

Recruiting New staff and Volunteers

- 18.1. Chadsgrove continues to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in the school are safe to work with children.
- 18.2. Chadsgrove will continue to follow its' safer recruitment procedures and part 3 of Keeping Children Safe in Education.

- 18.3. In urgent cases, when validating proof of identity documents to apply for a DBS check, the school 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.
- 18.4. New staff must still present the original documents when they first attend work at the school.
- 18.5. Chadsgrove will continue to do its' 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.
- 18.6. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Staff 'On Loan' from other Schools

- 18.7. Currently, this situation is not likely to arise. However, if staff are deployed from another education or children's workforce setting to Chadsgrove, the school 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 individualThese checks will be completed by Jacqueline Pitt, School Business manager, or, in her absence, the DSL.
- 18.8. Upon arrival, they will be given a copy of Chadsgrove's Child Protection Policy, this Addendum, confirmation of school procedures and confirmation of DSL arrangements.
- 18.9. Chadsgrove will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

Safeguarding Induction and Training

- 18.10. DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.
- 18.11. 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.
- 18.12. All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.
- 18.13. 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
- 18.14. Chadsgrove 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

Keeping records of who's on site

- 18.15. Whilst acknowledging the challenge of the current National emergency, it is essential from a safeguarding perspective that any school is aware, on any given day, which staff/volunteers will be in the school or college, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Chadsgrove will keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

18.16. Chadsgrove will use the single central record to log:

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

19. Children Attending other Settings

- 19.1. Currently, this situation is unlikely to occur as a result of the very specialist needs of the children at Chadsgrove and the fact that they are all, currently, considered to be safer at home. However, should children be temporarily required to attend another setting, Chadsgrove will make sure the receiving school is provided with any relevant welfare and child protection information.
- 19.2. 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
- 19.3. Where the DSL or deputy can't share this information, the senior leader(s) identified in section 7 will do this.
- 19.4. Chadsgrove will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

20. Supporting Children should the school partially or fully re-open

- 20.1. Chadsgrove will continue to be a safe space for all children to attend and flourish.
- 20.2. The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. She (or a deputy) will also ensure that trained members of staff are available to administer medications and feed children safely.
- 20.3. Chadsgrove will ensure that, should we care for children of critical workers and vulnerable children on site, staff will ensure appropriate support is in place for them. This will be bespoke to each child and recorded on CPOMS as appropriate.
- 20.4. Any opening of school will need to be managed on a daily basis and will need to take in account the availability of
- trained staff to meet pupil needs
 - a DSL or deputy
 - an appropriate number of first aiders
 - sufficient resources that may be necessary to safely meet a child's needs whilst in school
- 20.5. In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and Chadsgrove school will explore the reasons for this directly with the parent.
- 20.6. Where parents are concerned about the risk of the child contracting COVID19, Chadsgrove or the social worker will talk through these anxieties with the parent carer following the advice set out by Public Health England.

21. Social Distancing

- 21.1. All staff and students working in school should observe the government guidelines on social distancing. Currently these are:
- Only go outside for food, health reasons or work (but only if you cannot work from home)
 - If you go out, stay 2 metres (6ft) away from other people at all times
 - Wash your hands regularly
- 21.2. Due to the very high levels of physical and intimate care that the majority of the pupils at Chadgrove require, often by two members of staff at the same time, it will be extremely difficult to maintain a 2 metre distance whilst on the premises. This factor will be taken into consideration when risk assessing any return of pupils to school until this guidance changes.

22. Monitoring Arrangements

- 22.1. This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum 4 weeks by Angela Macvie. At every review, it will be approved by the full governing board.

23. Links with other Policies

- 23.1. This policy links to the following policies and procedures:
- Staff Code of Conduct (Policy Number 96)
 - Complaints (Policy Number 89)
 - Pupil Behaviour, Supervision, Anti Bullying, Racial Harassment and Exclusion (Policy Number 56)
 - Positive Physical Intervention (Policy Number 71)
 - Positive Handling (Policy Number 83)
 - Special Educational Needs (Policy Number 40)
 - First aid and the administration of medicines (Policy Number 17)
 - Health and Safety (Policy Number 44)
 - Intimate Care (Policy Number 74)
 - Safer Recruitment (Policy Number 101)
 - E-safety and Acceptable Internet Use (Policy Number 87)
 - Whistleblowing (Confidential Reporting) (Policy Number 88)