



**Federation of
Westminster
Special Schools**
Training & Outreach

Child Protection and Safeguarding: COVID-19 addendum

Approved by: David Dyer (Chair's Action) Date: April 2020

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Ricardo Clarke	r.clarke@qe2cp.westminster.sch.uk
Deputy DSL	Claire Shepherd Pamela Murphy	c.shepherd@qe2cp.westminster.sch.uk p.murphy01@qe2cp.westminster.sch.uk
Other contactable DSL(s) and/or deputy DSL(s):	Eva Diaz Emma Watford Paul Morrow Tatjana Zeljic Simon Bennett	e.diaz@qe2cp.westminster.sch.uk e.watford@qe2cp.westminster.sch.uk p.morrow@qe2cp.westminster.sch.uk t.zeljic@qe2cp.westminster.sch.uk s.bennett@qe2cp.westminster.sch.uk
Acting Headteacher	Pamela Murphy – Queen Elizabeth II Jubilee School Claire Shepherd – College Park School	p.murphy01@qe2cp.westminster.sch.uk Tel: 0207 641 5875 c.shepherd@qe2cp.westminster.sch.uk Tel: 0207 221 3454
Local authority designated officer (LADO)	Aqualma Daniel	adaniel@westminster.gov.uk Tel: 0207 641 7668
Chair of governors	June Simson - Co Chair David Dyer - Co Chair	

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners and local authority (LA) Westminster.

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 2019](#).

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'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

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.

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) can't be in school, they can be contacted remotely by email or mobile.

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

We will ensure that DSLs (and deputies), 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 (please see above). You can contact them by email.

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

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 3 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:

- Liaise with all necessary professionals as usual eg, Social Workers etc.
- Use conference call/skype for any multi-agency safeguarding discussions, meetings and conferences.
- Maintain contact via phone with specific pupils once per week.

- Offer of food support through school, especially in relation to children most in need.
- Continue to use the established school safeguarding system to record and report.
- All support of families during this time to be recorded using the established school recording system.
- No personal details or contact numbers of children to be taken off premises (paper copies).

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 doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by telephone and email
- 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. Parents will be asked to inform school if they have changed their contact schools and if the additional contact details are still the same.

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.

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. The school will follow its normal procedure if an allegation is made against staff/volunteer and seek guidance from the LADO.

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 for the duration of the COVID-19 period, in line with government guidance.

9. Safeguarding for children not attending school

9.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them every 3 to 4 weeks.

If we can't make contact, we will contact children's social care or the police.

9.2 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 particular, children are likely to be spending more time online (see section 11 below).

10. Online safety

10.1 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 contact ATLAS our IT providers who will follow their guidelines to give us IT support. As well, we will contact Tony Andrews who is the Emergency Planning Manager.

10.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct, social media and IT acceptable use policy.

Staff will:

- Be mindful of professional standards when using online messaging platforms (such as Microsoft Teams).
- Staff **should not** use online platforms such as Whatsapp, Facetime or Zoom to communicate with pupils
- Staff should not use personal devices and should use work provided equipment where possible
- Staff and pupils must wear suitable clothing, as should anyone else in the household
- Language must be professional and appropriate, including any family members who may be in the background
- Any computers/devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Live contact should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day
- Staff should continue to be aware of safeguarding obligations and to report safeguarding concerns if they arise
- Data Controllers need to reassure themselves that any contact software and/or platforms selected are suitable and raise no privacy issues; or use cases against the provider's terms and conditions (for example, no business use of consumer products)

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.

10.3 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. Parents will be signposted through our website, information from Parentmail or information from staff.

11. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

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.

Teachers will respond to their work emails during their normal working day (8:45m-4pm). Parents will be told that teachers will not be able to answer emails outside of these times and during holidays teachers may not be able to respond to their emails.

If staff have any concerns about their well being staff to contact the Assistant Head responsible for the department as the first point of contact. Staff are encouraged and signposted to contact the Employee Assistant scheme which is anonymous.

12. Staff recruitment, training and induction

12.1 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 aren't in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

12.2 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. The Federation HR Manager will do these risk assessments.

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

12.3 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 (September 2019) 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

12.4 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.

We will use Inveny and the single central record to log:

- 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

13. 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. A DSL from that school will attend and relevant information will be shared.

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 can't 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.

14. 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 3-4 weeks by Assistant Head Pastoral. At every review, it will be approved by the full governing board.

15. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding & Child protection policy
- Attendance & Punctuality policy
- Safer recruitment policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Social Media policy
- Whistle-blowing policy