

**Safeguarding & Child**  
**Protection Policy**  
**COVID-19 addendum**



**Chelsea Community Hospital School**

**SEPTEMBER 2020**

### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	<b>Amanda Thompson</b>	<b>0207 361 7940</b> <b>07927177634</b>
Deputy DSL	<b>Janette Steel (Community)</b> <b>Charlotte Thorpe (C&amp;W)</b> <b>Heena Patel(RBH)</b> <b>Helen Williams (Portland)</b> <b>Jayne Lowry (St Mary's)</b> <b>Melissa Hind (Collingham)</b> <b>Marie Sherlock/ Jags Kaul (Lavender Walk)</b>	<b>0203 315 8672</b>  <b>0203 315 8672</b>  <b>0207 352 8121 Ex 2415</b> <b>Harley St - 02079357700</b> <b>Portland -02030512642</b> <b>0203 312 6257</b> <b>0207 361 7940</b>  <b>02033173759</b>
Headteacher	<b>Janette Steel</b>	<b>0203 315 8672</b>
Named Safeguarding Governor	<b>David Mytton</b>	<b>0203 315 8672</b>
Chair of Governors	<b>David Mytton</b>	<b>0203 315 8672</b>
RBKC LADO	<b>Sharon Ackbersingh</b>	<a href="mailto:sharon.ackbersingh@rbkc.gov.uk">sharon.ackbersingh@rbkc.gov.uk</a>

### **1. Scope and definitions**

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

It sets out changes to our normal Safeguarding & 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 Safeguarding & Child Protection policy continues to apply.

The Department for Education's definition of 'vulnerable children' includes 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

- Have an education, health and care (EHC) plan

Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

## **2. Core safeguarding principles**

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education \(2020\)](#).

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
- The designated safeguarding lead (DSL) or deputy will be available at all times
- It is essential that unsuitable people do not 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, both for children continuing to attend or returning to school and those at home.

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**

The DSL, Amanda Thompson, deputy DSLs and headteacher are available on site or by telephone. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

## **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

## **6. Monitoring attendance**

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

Where any child we expect to attend school doesn't attend, or stops attending, we will follow our usual procedures.

We will ensure that we have up-to-date emergency contact details, and additional contact details where possible.

## **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 – about both children attending school and those at home.

## **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 – whether those concerns are about staff/volunteers working on site or remotely.

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](mailto:Misconduct.Teacher@education.gov.uk) for the duration of the COVID-19 period, in line with government guidance.

## **9. Risk assessments**

We have risk assessments for all community pupils which set 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

These risk assessments will be reviewed in the weekly community pupil meetings.

## **10. 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 line with our procedures.

### **10.1 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 that they should be aware of before a child returns.

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

### **10.2 Children at home**

The school will maintain contact with children who are not yet returning to school. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

## **11. Online safety**

### **11.1 In school**

We will continue to have appropriate filtering and monitoring systems in place in school.

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing guidance for using Teams

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 usual reporting procedures

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.

### **11.3 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

## **12. Mental health**

### **12.1 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 out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

### **12.2 Children at home**

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

We will also signpost all pupils, parents/carers 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.

## **13. Staff recruitment**

### **13.1 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 (2020)

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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

We will continue to do our usual checks on new volunteers, and they will continue to have an enhanced DBS check.

## **14. Safeguarding induction and training**

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

### **14.1 New staff induction**

New staff and volunteers will continue to receive:

- A safeguarding induction

- A copy of our children protection policy (and this addendum)

#### **14.2 DSL training**

The DSL may not be able to take part in training during this period. If this is the case, the DSL will continue to be classed as a trained DSL even if they miss their refresher training.

The DSL will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

#### **15. Single central record**

We will continue to keep our single central record up to date.

#### **16. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 4 weeks by Amanda Thompson, DSL.

#### **17. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy