




Southville Primary School

Child Protection and Safeguarding Policy: Lockdown Addendum

Policy written by:	BCC / Headteacher / Governing Body	
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Signed: (Headteacher)		Date: 26.9.23
Signed: (Chair of Governors)		Date: 26.9.23

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1. Scope and definitions

This addendum applies during the period of school closure due (for example due to COVID-19) and reflects updated advice from our 3 local safeguarding partners Bristol City Council, Avon and Somerset Police, and NHS Bristol, North Somerset and South Gloucestershire.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance: *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. 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. All staff must continue to report concerns using CPOMs and the four DSLs will read these notifications at the earliest opportunity. If a member of staff is concerned that a child is at immediate risk, they must also call the scheduled Designated Safeguarding Lead on their mobile phone. All members of staff have been informed of which DSL is on duty on a particular day and all phone numbers have been shared.

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; a rota of which DSL is on duty Monday to Friday of childcare is shared with all staff. Details of all important contacts are listed on the school website.

If our DSL (or deputy) can't be in school, they can be contacted remotely by calling their mobile numbers, which have been shared with all staff. We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them. This includes any changes to rotas due to one or more DSLs falling ill and/or self-isolating. 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 the most senior member of staff available, most likely one of the four Phase Leaders.

Parents and carers can contact them by calling 0117 353 4444. One Designated Safeguarding Lead will hold the school's emergency mobile for parents and carers to call into at any one time and on a rota; if one DSL becomes unavailable, he or she will pass this mobile phone to one of the other DSLs. This mobile number will be shared with all families who are considered vulnerable at the present time and will be shared with other families as and when the need arises as assessed by the DSL team.

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
- Communicate with parents and carers about any issues relating to uncollected children

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.

There will be regular correspondence (to the Headteacher) from the Director of Education to reflect local arrangements:

- This will include points of consideration for circumstances where there is a part closure, temporary closure, or full closure.
- Considerations around supporting vulnerable learners including those with pupil premium.
- Updates from the Keeping Bristol Safe Partnership and partners such as social care and the police will be shared through this forum.
- This will also be cascaded through the DSLs and Safeguarding teams through the Safeguarding in Education Team.
- Safeguarding in Education have been provided with the mobile numbers of all four DSLs
- Welfare visits from all agencies will be limited to those deemed at highest risk
- First Response will continue to take referrals via the normal referral routes from professionals and members of the public
- Families in Focus will be providing advice and guidance for individual cases that do not meet assessment thresholds; however, their offer is likely to be reduced in order to bolster child protection support; in these circumstances, the school will need to monitor wellbeing and offer early help support
- Child Protection conferences will be held virtually and advice on arrangements will be given on a case-by-case basis

6. Monitoring attendance

As most children will not be attending school during this period of school closure, we will not complete 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 phoning the first contact we have on file, then the second contact we have on file then all other contacts that we have on file
- 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.

To ensure that the school has regular contact with each family, school staff will coordinate each week and contact parents and carers of children who have not logged into the online learning platforms that allow teachers to see children's learning. Teachers in each year group send an allocated LSA a list of such children to call and once those calls have been completed, the LSA feeds back to the teachers in that year group about each child's welfare and their current access to education and add the information onto CPOMs.

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. All reports of peer-on-peer abuse will be dealt with by a DSL in accordance with the school's Safeguarding and Child Protection Policy and Behaviour Policy. Where it is not possible to speak to the alleged perpetrator and victim in person, the DSL investigating the report will telephone the parents of each child to discuss the issues raised and ask permission to speak with each child. Individualised support will be offered to the victims of peer-on-peer abuse based on individualised need and circumstance.

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 contact details of all DSLs have been shared with all members of staff and the Local Authority Designated Officer (LADO) is available on the phone number at the beginning of this document.

Where it is not possible to speak to the alleged perpetrator and victim in person, the DSL investigating the report will telephone the parents of each child and the member of staff or volunteer who has had allegations raised against them to discuss the issues raised and explain the next steps of reporting.

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 in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. This may include children who have previously had a social worker or for whom concerns have been raised but thresholds for intervention not met. If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 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
- How they will feed this information back to the DSL team

If we can't make contact with a particular family, we will try all the phone numbers of contacts in our database to see if they have had any recent contact with the child (for example, grandparents). If we are unable to contact any of the named persons, we will risk assess each case individually to determine if a home visit is an appropriate next step or whether social care or the police need to be contacted. If a home visit is decided upon, this will be done in the safest way possible in line with current government guidelines about social and physical distancing.

10.2 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).

11. Online safety

11.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school. If online safety issues occur in school that relate to filters and security settings, we will report these to both Bristol City Council TWS IT and to our IT provider. Children will only be allowed on IT equipment in school under the full supervision of school staff.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff Code of Conduct. Parents will be informed of how school staff will communicate with children and will be given their child's login and password so that they can monitor their usage and communication. Staff will only communicate with children through the agreed whole-school platforms (e.g. Purple Mash, TT Rockstars and Google Classroom). Staff will not engage with children on any form of social media.

Where staff are participating in remote learning with children, either through video conferencing software or through pre-recorded videos, the staff Code of Conduct applies at all times. All such communications and recordings are made and shared with the full knowledge and permission of parents. When engaging in video conferences with children, staff will behave in a professional capacity at all times, speaking and behaving as they would in school.

Parents have been signposted to nationally approved online safety resources and recommended to share these with their children prior to starting online learning. They will continue to receive online safety updates during school closures to ensure that this remains at the forefront of parents' thinking. 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.

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

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.

13. Staff recruitment, training and induction

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.

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 Keeping Children Safe in Education.

13.2 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. Prior to any staff 'on loan' first starting work at our school or with our children, our HR Manager or School Business Manager will liaise with the offering school to seek evidence of enhanced DBS checks and satisfactory references. This information will be shared with all four DSLs.

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

13.3 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 Safeguarding and Child Protection Policy (and this addendum)
- Keeping Children Safe 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 Safeguarding and Child Protection Policy (and this addendum)
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 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 our daily childcare registers of children and staff 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

14. 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.

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.

15. 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 4 weeks by the Headteacher. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

Safeguarding and Child Protection Policy

Staff Code of Conduct

Health and Safety Policy

Whistleblowing Policy

Anti-Bullying Policy