



Child Protection and Safeguarding: COVID-19 addendum

Tarka Learning Partnership

Landkey Community Primary Academy



Approved by: Andy Cotton CEO **Date:** 7th April 2020

Next review due by: 8th May 2020 Board of Directors

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Kate Fairbrother	kate@landkey-primary.devon.sch.uk 01271 830421 or 07841 1465646
Deputy DSL	Lucy Mardling	ltaylor@landkey-primary.devon.sch.uk 01271 830421 or 07841 465648
Other contactable deputy DSL(s):	Sam Piper Lizzy Toon	admin@landkey-primary.devon.sch.uk 07841465647 lizzy@landkey-primary.devon.sch.uk 07841 465641
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sophie Hill	sophiehill@landkey-primary.devon.sch.uk 01271 830421

ROLE	NAME	CONTACT DETAILS
Head Teacher	Kate Fairbrother	kate@landkey-primary.devon.sch.uk 01271 830421 or 07841 1465646
Local authority designated officer (LADO)	If you need to contact Devon's LADO, please consider all the guidance for organisations first. If you believe the concern meets the remit of the LADO service, please complete the notification form or telephone 01392 384964 or email childsc.localauthoritydesignatedofficers@devon.gov.uk for a notification form.	01392 384964
Chair of governors	Seth Conway	sethconwaymedia@gmail.com 01271 830421

1. Scope and definitions

This addendum applies during the period of school partial/closure due to COVID-19, and reflects updated advice from our safeguarding partners including the local authority (LA) Devon issued on 7th April 2020.

It sets out changes to our school's usual child protection/safeguarding 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

It remains the case that **safeguarding is everybody's responsibility**, therefore this additional information needs to be shared with all staff who in turn must read, digest and seek support from

their DSL team or school leaders if further clarification is required. All staff should continue to have access to the Child Protection/Safeguarding policy and KCSiE 2019 where further details and information can be found.

1.1 Principles of working with young people during the COVID outbreak

School leaders must consider the health, safety and wellbeing of staff and all other children attending the setting. If a child is unwell, or showing the symptoms of Covid -19 (as defined by current government guidelines) they will expect the child to remain at home and the school will offer provision and support remotely informing relevant partner agencies. This will include establishing regular contact with the family until such time as they have adhered to guidelines enabling the now well or symptom free child to return to school.

If the school has information that parents are not following current government guidelines Leaders will use their professional discretion, working with the CEO, any partner agencies and LA officers to agree appropriate action. This will firstly take into account the child's safety, however where other exceptional circumstances exist whereby a child compromises the health, wellbeing or safety of staff or other children, then appropriate action will be agreed by the school together with the social worker/LA. In addition, if the needs of the child cannot be met safely in the school environment then the DSL will discuss the case initially with the Head Teacher and then the CEO before consulting with the Local Authority. A suitable system of monitoring pupil well being will need to be put in place or an alternative solution to support the child and family found where possible.

Landkey Community Primary Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. If current plans and support packages exist for these pupils the school will continue to provide for these as best as possible in conjunction with the relevant agencies. The lead person for this will be: Kate Fairbrother and/or Lucy Mardling

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. 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 school will explore the reasons for this directly with the parent. Where parents are concerned about the risk of the child contracting COVID19, Landkey Community Primary Academy or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend school, including remotely if not possible by other means.

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 must continue to act on any concerns they have about a child immediately. It is still vitally important to do this. There will be no volunteers on site during partial/ full school closure in response to the changes in the school environment and school capacity to support such volunteers.

All safeguarding reporting concerns should be logged as normal using CPOMS at the time of the concern informing the Designated Safeguarding Lead or other relevant staff. Concerns about the safeguarding of children cannot be left until schools return to full opening. The child safeguarding agencies remain in operation.

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.

In the unlikely event that a member of staff cannot access CPOMS from home, they should email the Designated Safeguarding Lead, Head Teacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay. All staff should follow the escalation process as laid out in [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

3.1 Reporting a concern about an adult/the Head Teacher

Where staff are concerned about an adult working with children in the school or off site, they should report the concern to the Head Teacher or DSL. If there is a requirement to make a notification to the Head Teacher whilst away from school, this should be done verbally and followed up with an email to the Head Teacher immediately.

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.

If concerned, staff should contact the DSL; Kate Fairbrother or the Deputy DSL; Lucy Mardling, Sam Piper or Lizzy Toon

The school will follow the Devon procedures for managing allegations against staff and contact the safeguarding leads using the contact details set out in 'Schools Safeguarding of Vulnerable Children during Covid19'.

Staff will then take advice on how to proceed with an investigation from those designated key contacts.

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.

Concerns around the Head Teacher should be directed to the Chair of Governors: Seth Conway

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 calling the mobile contact numbers listed in the 'Important contacts' section.

If our DSL (or deputy) is unavailable, we will share a DSL with another school within the Tarka Learning Partnership as directed by Andy Cotton or Andy Ogden.

We will keep all school staff informed by emailing a weekly staff rota 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 Sophie Hill. You can contact them by contact details set out in 'Important contacts' section of this addendum.

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
- Make contact with those vulnerable children who are off site and update CPOMS accordingly

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 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

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 contacting by telephone and or email
- Notify their social worker, where they have one
- Further concerns should be referred to the school's EWO

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.

School will complete a return online so the DfE can monitor who is in school and who isn't by midday everyday https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings?utm_source=15dbdd08-0355-41cd-a731-77d42d9cf9a9&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

The LA has a duty to monitor vulnerable children's attendance and Landkey Community Primary Academy will be completing the necessary spreadsheets and returning to schoolsdailyreturns@devon.gov.uk daily.

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.

[Note any changes in your procedures, e.g. who to contact, how investigations will be carried out, how you'll support victims during school closure.

Landkey Community Primary School will continue to follow procedure outlined in the 'Child Protection and Safeguarding policy' and with advice from the appropriate key contacts in DCC's 'Schools Safeguarding of Vulnerable Children' during Covid19.

8. 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. Such children could be those previously on a child protection plan or where staff and or other agencies have significant safeguarding concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

9. Safeguarding for children not attending school

9.1 Communication plans

We have communication plans following the advice in the Devon Local Authority's RAG rating system 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
- The parents have withdrawn the child from school and where relevant the school has made contact with the social worker or other agencies to discuss concerns

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 4 weeks

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

The communication plans can include; remote contact, phone contact, door-step visits (if appropriately risk assessed). The plans put in place will as a minimum reflect the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#)). Other individualised contact methods should be carefully considered, ideally working with families, and recorded.

Landkey Community Primary Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any communication plan. Any such plan must be reviewed at least weekly and where concerns arise, the DSL will consider any referrals as appropriate. The school will share safeguarding messages on its website and social media pages. Landkey Community Primary Academy recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents and carers

10. Safeguarding all children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff 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).

All staff at Landkey Community Primary Academy need to be aware of this in setting expectations of pupils' work where they are at home. Landkey Community Primary Academy will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded. Landkey Community Primary Academy is committed to ensuring the safety and wellbeing of all its students. We will continue to be a safe space for all children to attend and flourish.

The Head Teacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are appropriate, to maximise safety. Landkey Community Primary Academy will continually refer to the most recent Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19. Where staff have concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – they discuss them immediately with senior leaders.

11. Online safety

11.1 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 to seek advice and support from Tarka Learning Partnership.

11.2 Outside school

Landkey Community Primary Academy will ensure any use of **online learning tools** and systems is in line with privacy and data protection/GDPR requirements.

Staff will refer to existing policies regarding online safety (Safeguarding policy, Cyber Bullying policy, Cyber Safety Code and the E-Safety policy)

- Staff will contact pupils via a group 'class' email and using a work email only. Although this a group email, each individual email address is hidden from the other members of the group.
- Work will be set on a weekly basis and parents may contact the class teacher via work email who will respond once a week per child if requested. Staff will respond using a work email, school phone contact or a blocked private number.
- Children will be asked to access a range of safe learning sites through the school website only
- Children can send a photo of a piece of work they are proud of to be featured in a class gallery on the school website which will be changed weekly. Photo will show their first name only
- A weekly pre-recorded video will be posted for each class on the school website.
- No virtual lessons will be used

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

Parents will receive reminders about E-Safety through regular email contact and via the school website. An additional Ceop button has been provided on the Home Learning page on the school website and additional links to our E-Safety materials.

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. The school can continue to sign post, where services exist, to external agencies. The SENDCo and/or the leadership team will support through contacting parents in the first instance and then appropriate members of staff will continue to offer support on a regular basis.

The SENDCo will be part of the TLP SEMH School Champions group and implement proposals as directed.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

Additional materials to support SEMH will be posted on the school website.

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

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

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. The school will not use volunteers under any circumstances during the COVID crisis, we will continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE.

Landkey Community Primary Academy will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE. Landkey Community Primary Academy will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period all referrals should be made by emailing Misconduct.Teacher@education.gov.uk 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, Landkey Community Primary Academy will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

Where staff are required to work in schools that are not their normal place of work, senior leaders 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 individual

There is no requirement to list such individuals in the school's SCR, unless leaders choose to do so as long as such written confirmation is received. School will retain this evidence until such time as the current restrictions on schools are lifted and in line with our current data and information retention policies.

For movement within the Trust, schools should seek assurance from the Multi-Academy Trust or Federation HR Manager or equivalent senior leader that the member of staff has received appropriate safeguarding training and all pre-employment safeguarding requirements are in place. Upon arrival, they must have access to a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements and contact details.

New staff must still present the original documents when they first attend work at our school.

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. The Head Teacher or delegated safeguarding lead of the receiving school i.e. where the member of staff is now working will

induct the member of staff as to the safeguarding processes and persons responsible for safeguarding in the new site.

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 will continue to receive:

- A safeguarding induction, including staff who are 'on loan' (moving from one site to another.)
- A copy of our children 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 child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. 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 have or will miss their refresher training. All existing school staff who have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2019), are similarly likely to not receive whole staff training during this time. DSLs should therefore communicate with staff any new local arrangements, so they know what to do if they are worried about a child. This should be achieved through emails and similar electronic means.

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 the school rota to log:

- Everyone working 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, the receiving school should ensure that contact is made to the child's regular school to ascertain 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.

This appendix of the Safeguarding and Child Protection policy will also be reviewed should school play 'host' to a collapsed provision or direct pupils/staff to a 'cluster' school. The review will then consider any information about 'hub' working issued by the DfE, and consideration will be made for example on, the sharing of vulnerable pupil information, the reporting of concerns and updating of safeguarding files.

15. Monitoring arrangements

This policy will be reviewed as guidance from the local safeguarding partners, the LA or DfE is updated by the CEO. At each subsequent review, it will be approved by the Board of Directors. Governance, at the time of this policy's implementation, is acting through emergency measures i.e. through the Chair of Director's approval.

The LA has a duty to monitor vulnerable children's attendance and Landkey Community Primary Academy will be completing the necessary spreadsheets and returning to schoolsdailyreturns@devon.gov.uk daily.

15.1 How will this look in our school?

To support the above, Landkey Community Primary Academy will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Landkey Community Primary Academy will take the actions described in the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#).

15.2 Those vulnerable children not attending school

Those vulnerable children who are not attending school will be contacted on a regular basis so that school are satisfied that they are safe. School will follow the [Schools Safeguarding of Vulnerable Children During Covid 19 flowchart](#) along with that from other agencies working with the pupil and family. The DSL or Deputy DSL will review their RAG ratings for this group at least weekly taking into account any reported concerns from school contact or any information from partner agencies such as ViST reports. Any changes will be recorded on the schools central vulnerable group spreadsheet and shared with the Head Teacher if not DSL. **Any changes in the RAG rating will be sent to the LA on this link so the master records can be updated.**
schoolsdailyreturns@devon.gov.uk

16. Links with other policies

This policy links to the following policies and procedures:

- › Child protection/safeguarding policy
- › Anti-bullying policy
- › IT acceptable use policy
- › Health and safety policy
- › E-Safety policy

- Tarka Learning Partnership: Whistleblowing policy
- SEND policy

17. Informing staff

It is important that all school staff and volunteers have access to a trained DSL (or deputy), or the named school leader, Landkey Community Primary Academy will inform all staff and volunteers of changes to the details above.

Therefore, each day staff on site will be made aware of who that person is and how to speak to them. The DSL will continue to engage with social workers and attend all multi-agency meetings, which can be done remotely or seek support and liaise with Early Help professionals.

Any changes to the DSL on duty will also be shared with those staff working from home via email. School will also have a daily information board sharing the DSL and safeguarding contacts for the day for all staff working on site.