NE51a Child Protection and Safeguarding: COVID-19 Addendum

Argyll House School

Approved by:	Andrew Johnson	**Date:** [11/09/20]
Last reviewed on:	[11/09/20]	
Next review due by:	[11/01/ 2021]	

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Argyll School Head Teacher / DSL	Andrew Johnson	Tel: 01263 514944 Email: andrew.johnson@theryescollege.org.uk
	Norfolk CC Local authority designated officers (LADO)	Tel: 01603 223473 LADO@norfolk.gov.uk
	Norfolk County Council Children's Services	Tel: 0344 800 8020
	Norfolk CADS (for referrals and advice)	Tel: 0344 800 8021
Organisation DSL/DSO	James Fischer II	Tel: 01787 372611 Mob: 07435 754192 Email on James.fischerii@theryescollege.org.uk
Chair of Management Committee	Kate Yarbo	Tel: 01787 228345 Email on kate.yarbo@theryescollege.org.uk
Gov Channel helpline	https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty	Tel: 020 7340 7264 Email on counter.extremism@education.gov.uk

1. Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners and local authority (LA) Norfolk Local Authority.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means 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/are 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 by the school and/or LA

2. Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

> The best interests of children must come first
> If anyone has a safeguarding concern about any child, they should 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, both for children at 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.

Concerns around the lack of attendance both at school and online will be followed up directly with parents and carers. Where there is still no improvement in attendance, the DSL will refer to EWO provision for further support.

If concerns exist – make a MARF referral (refer to Appendix 1)

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 on site, they can be contacted remotely by email and work mobile phones: Headteacher Contact: Andrew Johnson Tel: 01263 515130 Email: andrew.johnson@theryescollege.org.uk

On occasions where there is no DSL or deputy on site, the organisation DSL will take responsibility for co-ordinating safeguarding. This will be James Fischer II You can contact him by email on james.fischerii@thryescollge.org.uk or on 01787 372611

The senior leader will be responsible for liaising with our 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 Welfare Call, Local Authorities and EWO services where they need information about the welfare or progress of a child.

5. Working with other agencies

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

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

We will resume taking our attendance register. We will also follow guidance from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

Where any child we expect to attend school doesn't attend, or stops attending, we will:

> Follow up on their absence with their parents or carers, by a daily welfare call

> Notify their social worker, where they have one

> Notify the EWO services in the case of persistent absence

> Where a child is on a part-timetable, a pupil will be provided with a plan of reintegration which will be reviewed periodically, ideally no later than once every six weeks.

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. This will also be done through contact by the administration team at the beginning of the year. Class tutors will keep in contact with families with a regular weekly phone conversation. The Deputy Headteacher/SEND team who will have regular contact, as a minimum on a half termly basis with families.

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.

All staff have received updated training on peer-on-peer abuse. All staff are aware this needs to be recorded on a pink Safeguarding form and handed in immediately to the DSL's. Parents/Carers and social workers will be notified and the correct protocol will be followed for reporting such abuse such as using the online local authority safeguarding portals. Victims will have the full support of staff and any other professional deemed necessary.

8. Concerns about a staff member, supply teacher 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/supply teachers/volunteers working on site or remotely.

Any concerns about a staff member should be reported immediately to the DSL's. This will then be submitted to the LADO - Rennie Everett/Dian Campbell. Contact details - 0300 1232044. The DSL's will follow the 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. Contact plans

Contact plans are created where children have social workers who have expressed the need for it, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Identified children will require a plan where necessary which sets out:

> How often the school will make contact – this will be daily unless otherwise agreed with the involvement of social workers in agreement with parents.

> 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

> See Appendix 1 for Contact Plan flow chart.

We have agreed these plans with children's social care where relevant, and will review them as and when required.

If we can't make contact, we will contact the child's social worker, the EWO, through a MARF referral or the police where necessary.

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 the procedures set out in section 3 above.

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 children return.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

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 at home. 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.

If IT staff are unavailable, our contingency plan will be for a Senior Lead to contact REACT our IT support team on 01394 387337

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct policy and the online safety policy.

Pupils and students at the Ryes College will follow the acceptable user agreement which defines acceptable use of technology, staff/pupil relationships and communication, including the use of social media,; follow the school guidelines about personal equipment including handing in of mobile devices and electronic games at the school gate. Pupils, parents and visitors will be signposted to our existing policies.

With the advent of Coronavirus, the school has moved to teaching and providing online learning. The Ryes College uses Microsoft Office Teams, and staff teach through one of four designated staff teaching programmes. During online learning sessions, and when possible, staff will ask to see the parents/carer who is present with the pupil at home. Teaching staff will clearly set out the guidelines for the appropriate use of technology throughout the learning session, this includes appropriate conversation and ensuring appropriate use of the messaging facilities on the platform. Pupils interaction and work completed is recorded by teaching staff using a tick sheet which monitors daily learning and behaviour. Teaching staff or teaching assistants will inform the school admin staff who is or is not engaging with online learning. Pupils who are not engaging with online learning are being sent work packs home and a phone call is made home daily by class tutor or class teaching assistant. This telephone is recoded in a written dialogue.

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, where relevant, 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 teaching and resources our school provides

> Know where else they can go for support to keep their children safe online

The School Online Safety Lead in liaison with the school IT lead will lead our efforts to communicate staying safe online, with parents/carers and pupils. The school has an online safety policy, and beyond this, the online safety lead will be updating parents and carers and providing them with information. This will be done through phone calls, letters home alongside additional relevant supporting literature. As part of the Ryes College IT learning programme, pupils will be taught how to stay 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.

The school will be providing a transition programme in the first two weeks back after holiday, whereby Key Stages will be taught on a role on – role off programme over two weeks in a greater number of smaller teaching groups. The Therapeutic Educational Lead, will offer support and coaching to all staff who will be re-developing relationships with children in the first term. Emotional profiling using Boxhall Profiles as well as Secure Base Model Testing will be conducted to asses children's emotional levels. A range of new afternoon activities will also be provided to develop pupil interaction, raise confidence and help identify where pupils need greater support.

12.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils. The Ryes College offers a therapeutic approach, and the Therapeutic Educational Lead will be offer over the phone or face to face contact through video conferencing. Where the Therapeutic Educational Lead is unable to take a lead, additional members of the Senior Management Team as well as the assistant SENCo, are also able to establish relationships and offer support.

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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

13. Staff and volunteer recruitment

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

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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 183-188 of Keeping Children Safe in Education.

14. 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 in line with the expectations of Keeping Children Safe in Education.

15. 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 3-4 weeks by Andrew Johnson (Headteacher) At every review, it will be approved by the full governing board.

Appendix 1

Contact Plan

Any Circumstances in which a student does not attend school or attend remote online curriculum.

School administrator/child's tutor will then conduct a welfare call, involving speaking to both the student's parent/carer and the student.

Phone call is recorded on a daily contact log.

Making Contact

If contact is made with the student and family, we would then ask to the reasoning behind the student's absence and then recorded on Welfare Call and updated on our daily contact form.

If there is a concern about the information – staff will Then pass on the information to the SLT.

Unable to make contact

If **no** contact has been made staff will attempt to ring again at a later time, this will be recorded on a daily contact log and updated on Welfare Call.

Staff will then pass the information on Senior Leadership Team and DSL.

DSL will contact the students social worker and EWO and police if necessary, these are recorded.
Letters of absences to be sent to Parents/carers and social workers.

Visits by SLT to student's residence are carried out if student does not actively attend education, and communication is not made.
Meetings with social worker, EWO, parent/carers and the local authority school to be arranged to discuss absences.

Safeguarding referral through Norfolk MARF referral to be made if absence continues.