



# COVID-19 school closure arrangements for Safeguarding and Child Protection at Sun Hill Junior School

(Addendum to main Child Protection Policy)

<b>Name of School</b>	Sun Hill Junior School
<b>Date of Policy Issue/Review</b>	September 2020/September 2021
<b>Name of Responsible Manager/Head teacher</b>	Sue Griffiths (HT & DSL)
<b>Safeguarding Trustee</b>	Sue Pakenham-Walsh
<b>Date approved by Trust Board (if statutory)</b>	To be reviewed 18 <sup>th</sup> March 2021

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sue Griffiths	s.griffiths@sunhill-jun.hants.sch.uk
Deputy DSL	Marie-Louise Woods	<a href="mailto:m.woods@sunhill-jun.hants.sch.uk">m.woods@sunhill-jun.hants.sch.uk</a>
	Stacey Lakeman	s.lakeman@sunhill-jun.hants.sch.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site		
Headteacher	Sue Griffiths	s.griffiths@sunhill-jun.hants.sch.uk
Local authority designated officer (LADO)	Barbara Piddington Fiona Armfield Mark Blackwell	HCC Safeguarding Unit 01962 876364 <a href="mailto:Child.protection@hants.gov.uk">Child.protection@hants.gov.uk</a>
Chair of Trustees	Katy Toms	<a href="mailto:ktoms@perins.hants.sch.uk">ktoms@perins.hants.sch.uk</a>
Designated teacher for looked after (LAC) and previously LAC	Marie-Louise Woods	<a href="mailto:m.woods@sunhill-jun.hants.sch.uk">m.woods@sunhill-jun.hants.sch.uk</a>

## 1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 local safeguarding partners, Hampshire Safeguarding Children Partnership (HSCP).

It sets out changes to our normal Child Protection Policy in light of coronavirus and the national lockdown currently in place, 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 or our local safeguarding partners 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 the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

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
- › On the edge of receiving support from children's social care services or in the process of being referred

- › Adopted or on a special guardianship order
- › At risk of becoming NEET ('not in employment, education or training')
- › Living in temporary accommodation
- › Young carers
- › Care leavers
- › Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- › In need of support for their mental health

## 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.

Where staff have a concern about a child, they should continue to follow the process outlined in the school Child Protection Policy, this includes making a report via CPOMs, which can be done remotely.

In the unlikely event that a member of staff cannot access their CPOMs from home, they should email the Designated Safeguarding Lead or one of the deputies. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the head teacher. 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.

Concerns around the head teacher should be reported to the Chair of Trustee, Katy Tom.

If concerns are raised contact will be made with the LADO team in the first instance as per normal procedures (01962 8763640). If a voicemail has been left for the LADOs, follow this up with a brief summary and a direct contact number to [child.protection@hants.gov.uk](mailto:child.protection@hants.gov.uk). The LADO will advise in the first instance what action is needed and how an investigation is carried out.

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

Sun Hill Junior School has a Designated Safeguarding Lead (DSL) and Deputy DSLs.

The Designated Safeguarding Lead is: Sue Griffiths

The Deputy Designated Safeguarding Leads are: Marie-Louise Woods and Stacey Lakeman.

We aim to have a trained DSL or deputy DSL on site wherever possible. If our DSL (or deputy) can't be on site, they can be contacted remotely via telephone or email.

We will keep all school staff informed by the weekly noticeboard email as to who will be the DSL (or deputy) on any given day, and how to contact them. Volunteers will be notified when they sign into the school office when visiting the school.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Sammy Parker or Jo Rhys-Jones.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the senior leader) can:

- Update and manage access to child protection files, (CPOMs) where necessary
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments'

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

## **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 3 local safeguarding partners.

## **6. Monitoring attendance**

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. 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 email and then a phone call if a response to the email is not received.
- Notify their social worker, where they have one

To support the above Sun Hill Junior School, when communicating with parents/carers will confirm emergency contact numbers are correct and ask for any additional emergency contact numbers are available.

## **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

The school will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person.

Concerns and actions must be recorded on CPOMs and appropriate referrals made.

## **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. Staff should follow procedures set out in Annex 4 of the school's child protection policy.

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. Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home. Individual plans will be made for any child with a social worker who does not attend school. The school will be monitoring the child's attendance and engagement with remote learning.

- › Daily attendance registers are taken each day of children attending the online lessons.
- › Engagement with the learning on Google classroom is recorded.
- › Class teachers will contact the family if 5 sessions have been missed throughout the week; this will be over the phone.
- › SLT will then contact if class teacher has been unable to contact the family.
- › HT/DHT will carry out a doorstep visit if no contact has been made by Google classroom or by phone.

We will agree these plans with children's social care where relevant, and will review them.

If we can't make contact, we will contact children's services.

## 10. Safeguarding all children

### 10.1 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. They will act on concerns immediately in line with the procedures set out in section 3 above.

### 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
- › Comments made on Google classroom stream.

## 11. Online safety

### 11.1 In school

Sun Hill Junior School will continue to provide a safe environment, including online. This includes the appropriate filtering and monitoring systems in place in school.

Where children are using computers in school, appropriate supervision will be in place.

## 11.2 Outside school

Sun Hill Junior School will ensure any use of online learning tools and systems are in line with privacy and data protection/GDPR requirements. Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- › Staff and children must wear suitable clothing, as should anyone else in the household.
- › Any computers used should be in appropriate areas.
- › Any 1:1 session should be carried out in an open area and if not these should be recorded so that if any issues arise, the video can be reviewed.
- › Any recorded sessions must have the permission of both parties.
- › Staff must only use platforms provided by Sun Hill Junior School with pupils.

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

We will continue to provide advice and support to parents to ensure that their children remain safe whilst online.

Any contact with families must be through school email and to the parents only.

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

## 12. Mental health

If any pupil, parent or carer has concerns about mental health and wellbeing, they should Marie-Louise Woods, [m.woods@sunhill-jun.hants.sch.uk](mailto:m.woods@sunhill-jun.hants.sch.uk). The school will make sure pupils, parents and carers are aware of this.

### 12.1 Children in school

Staff and volunteers will be aware of the possible effects that this period may have 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. Children will be able to access their ELSA sessions either through a phone call or a Google Meet.

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 our 3 local safeguarding partners or the Department for Education is updated, and as a minimum, every half term by Sue Griffiths, head teacher/DSL. At every review, it will be approved by the trustees.

### **16. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Positive behaviour policy