

Child protection and safeguarding: COVID-19 addendum

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every four weeks by Chandra Adams, Governor responsible for safeguarding. At every review, it will be approved by the full governing board.

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mrs Jo Conway	jconway@chacademy.co.uk
Deputy DSL	Mrs Gaynor Fulton-Willis	gfulton-willis@chacademy.co.uk
Other contactable DSL(s) and/or deputy DSL(s):	Mrs Jill Astles	jastles@chacademy.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mr Kevin Patrick	kpatrick@chacademy.co.uk
Principal	Mr Kevin Patrick	kpatrick@chacademy.co.uk
Local authority designated officer (LADO)	LADO - Buckinghamshire	01296 382 070
Chair of governors	Mr Andrew Brown	abrown1@chacademy.co.uk
Safeguarding Governor	Mrs Chandra Adams	Cadams2@chacademy.co.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners, Thames Valley Police, Social Services and local authority (LA) Buckinghamshire County Council.

It sets out changes to our normal 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 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, both for children still attending school and those at home.

There are no changes to the way safeguarding concerns are reported. CPOMS is fully functioning for staff and CHA safeguarding email is checked regularly (hourly during school hours and daily out of hours). 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. 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:
safeguarding@chacademy.co.uk

If our DSL (or deputy) is unavailable, it will be referred to Mr Kevin Patrick and other SLT members as per procedure.

We will keep all school staff and volunteers informed by email/bulletin 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 a member of the SLT as per rota: Mr Tim Dobbs, Vice Principal, (tdobbs@chacademy.co.uk), Mr Anthony Griffiths, Vice Principal (agriffiths@chacademy.co.uk) or Mr Kevin Patrick, Principal (kpatrick@chacademy.co.uk).

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

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

As most children will not be attending school during this period of school closure, we will be completing our usual attendance registers on SIMS 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 following the absence procedure. A phone call will be made to establish reason for absence by Student Service staff.
- Notify safeguarding@chacademy.co.uk of the outcome

➤ DSL to notify their social worker, where they have one

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. Phone calls have already been made to all children working with a social worker and details have been checked. Welfare checks will be made weekly in addition to any contact with the social worker.

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.

Any concerns will be reported to the safeguarding team using CPOMS to follow up. Our safeguarding procedures will be followed and further calls to parents will be made and, if appropriate, to social care for further support and guidance.

All students that were either on the list for counselling or have had or currently having counselling have been contacted to offer support whilst the school is closed. All students can contact the school counsellor should they need any support. Some students are having counselling sessions in school.

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.

There are no changes to the current procedure; staff who are supervising keyworker/vulnerable children will be following CHA safeguarding protocol and not leaving students unsupervised nor working alone with an individual student in a classroom.

Any concerns raised about staff will be investigated following the current guidance and procedures. Any concerns are passed directly to the Principal and the policy is followed.

All staff will be contacting those staff they line manage to undertake a welfare check during the school closure.

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. 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. Some parents of students will be contacted and offered a place at the school

because of previous social care involvement. This will be logged and phone calls will be followed up every two weeks.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. 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

Each child has an individual plan which sets out the following:

- How often the school will make contact – this will be at least once every two weeks
- 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
- This will be recorded on CPOMS
- The safeguarding team will keep in close contact with the allocated social worker

We have agreed these plans with children's social care where relevant, and will review them at every core group meeting with the social worker.

If we can't make contact, we will contact the social worker immediately to inform them of our concerns. In the event of a serious concern then the concern would be reported to the police.

11. 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.

For children at home, they 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 online lessons.

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support pupils' mental health.

12. Online safety

12.1 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 IT support from Buckinghamshire County Council.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy. Staff have been alerted to additional guidance for when they are communicating with students online to ensure they keep themselves safe at all times and what to do if this is compromised.

The following safeguarding protocol has been shared with all staff:

Use of live webcams in teaching and learning - safeguarding protocol to follow

If using Microsoft Teams and using a webcam and pre-recording is used please use the guidelines in Appendix I.

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.

13.3 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

13. Mental health

Where possible, we will continue to offer our current support for mental health for all students. Our counsellors are in contact with all students who have had, are having or on the waiting list for counselling and sessions; it is being offered by phone or by face-to-face session, where appropriate.

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

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.

14. Staff recruitment, training and induction

14.1 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 paragraphs 167-172 of Keeping Children Safe in Education.

14.3 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 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

14.4 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 single central record 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

15. 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.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- Safe Working Practice – Staff and Students
- Health and Safety policy
- Whistleblowing
- Anti-bullying

Appendix I

LIVE LESSON PROTOCOLS STAFF AND STUDENTS – CHILTERN HILLS ACADEMY – JANUARY 2021

As more live lessons are taking place the following information outlines the protocols, we all must follow when delivering lessons using Microsoft Teams. Many staff have been delivering online lessons, but we have deliberately requested that you do not allow students to turn on their cameras. Some students, parents and staff have requested that for some lessons this would help improve the quality of the learning and teaching and therefore we can permit this, providing it is specific to the lesson being taught and all students understand the protocols we have in place. There is no expectation to use a camera, and this remains a choice for staff, students and parents to decide.

Anybody using MS Teams must do so through logging in using their CHA email address. Under no circumstances must any other email address be used. This instruction follows discussions at SLT level at CHA and from the Local Authority Education Safeguarding and Advisory Service within the Education Directorate following concerns already raised within Buckinghamshire.

Any staff and students involved in Teams lessons must feel comfortable in doing so and must not take part if they are not able to follow the guidelines below. Our protocols are in place, as always, to support academic progress amongst our students whilst keeping both our students and our staff safe. It must be remembered that our standard Safeguarding and Child Protection procedures remain in place, in addition to the Covid-19 Addendum to that policy, as required by the Department for Education under Keeping Children Safe in Education September 2020.

CHA protocols for working on Microsoft Teams for **staff**:

If delivering a remote learning lesson from home/school:

- Ensure you are located in a neutral setting (no personal photographs of people etc. behind you, no inappropriate images/artefacts etc. on display, no non-CHA staff in shot or able to see your students, not located in a bedroom, bathroom or similar)
- Ensure you are dressed appropriately (business attire is not necessary, non-uniform day style dress is acceptable).
- Ensure all members of your household are aware of the lesson in case they should wander into shot inadvertently
- Any student who does not appear to be dressed appropriately will be removed from the group and asked to address the issue (in line with behaviour expectations).
- Ensure that students involved in your MS Teams session are fully aware and understand the student protocols - this should be shared at the start of each session (screen share or read out)
- All live lessons must take place when it is the teaching group's normal lesson, as per the timetable, a lesson should only take place during normal school hours (between 9.00am and 3.30pm)
- Lessons do not have to last for the full hour – it may be appropriate for the lesson to be shorter (refer to *Remote Learning and Teaching guidance Jan 21 – LP*)
- All communications (written, oral or otherwise) to be professional and formal at all times
- Do not download or store any sensitive data on a non-CHA owned computer (even temporarily due to safeguarding and data protection/GDPR)
- Do not make a video recording of the session you are conducting
- Monitor content shared by any student to the group; remember that students are less likely to have strict filters on their devices at home

- Staff should not be in a MS Teams lesson with only one student; if other students leave the group and you find yourself 1:1, you should explain and end the session (students and parents know this) - exceptions include Year group/SF interviews
- The primary purpose of using this technology is for academic progress, but it may also be used in Lifeskills and Form time. Any pastoral concerns should be passed to the appropriate staff (CL, AYL, Safeguarding), remembering that members of the safeguarding team are available during the normal school day and CPOMS can be used to record any concerns.
- Only MS Teams is approved by CHA - other tools such as Nearpod and Quizlet can be used but only through MS Teams

MS Teams protocols for Students - Chiltern Hills Academy – January 2021

Many teachers will be offering live lessons and interact with you via MS Teams as this can support your learning in different ways to purely uploading work to Show My Homework.

Your teachers will advise you if they would like to arrange a MS Teams lesson with you – this will be shared with you on SMHW and an invite sent to you via MS Teams to click on and join the lesson.

Protocols for students

- I understand that I will not be allowed to take part in a 1:1 MS Teams lesson with a member of staff at CHA and should this occur, the member of staff will politely end the session unless I am invited to an interview
- I will only connect via by chacademy.co.uk credentials and not disclose any other email address, social media address, telephone number or similar over MS Teams
- If asked to use my camera I will be dressed appropriately (no pyjamas)
- I will locate myself in a room which could easily have other members of my household in it (a bedroom or bathroom are not acceptable)
- I will maintain appropriate behaviour throughout the lesson; as if I were in a classroom at school
- I will not record the session, make copies of it or do anything similar to this
- I will not disclose any personal issues during the session; I know that I can contact the Safeguarding Team by email if I have a concern safeguarding@chacademy.co.uk
- I will try my hardest to use the MS Teams lessons to support my learning as best as possible for the benefit of my academic studies
- To join a session, I will use the link through Microsoft Teams my teacher has set up, turn off my microphone and camera & wait for instructions from the teacher
- I will make sure I have a reading book

MS Teams protocols for Parents at Chiltern Hills Academy – January 2021

Many staff will be offering online lessons and are working on ways to ensure student progress can be enhanced and disrupted as little as possible. We understand that some of your child's teachers would like to interact with them via MS Teams as this supports their learning in different ways to purely uploading work to Show My Homework.

Many staff will be delivering lesson through MS Teams. Some staff may use their cameras for their lessons as this can improve the quality of the learning and teaching for the lesson being taught. There is no expectation to use a camera, and this remains a choice for students and parents to decide. Lessons will follow your child's timetable and a MS Teams invite will be sent out for them to join the lesson. Students will then be able to join the lesson through MS Teams.

Teacher will send out requests for a MS Teams lesson by email and your child will be able to join providing they have read and understood the student and parent protocols.

Protocols for parents:

- I will discuss with my child the importance of them adhering to the student protocols
- I will ensure that my child participates from a protective area (i.e. a location where an appropriate person can monitor from a distance; this would never be a bedroom, bathroom or similar)
- I will ensure that my child is dressed appropriately
- I understand that the MS Teams lesson is solely for the use of the child and that parental engagement in the session is not appropriate; if I need to communicate with CHA this will be through the normal systems (email, telephone)
- If I have a safeguarding concern, I will contact CHA safeguarding by email safeguarding@chacademy.co.uk

If I am uncertain about these arrangements, I can refer my query to Mrs Conway, Vice Principal and Designated Safeguarding Lead.