Bradfield School

Headteacher	Adrian May
Designated Safeguarding Lead	Helen Tyrrell

Covid 19 Addendum to Child Protection and Safeguarding Policy

Contents

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Helen Tyrrell	htyrrell@bradfield.sheffield.sch.uk
Designated Safeguarding Deputies (DSDs)	Lynn Wood & Tom Carrington	lwood@bradfield.sheffield.sch.uk tcarrington@bradfield.sheffield.sch.uk
Senco	Joanne Hogg	jhogg@bradfield.sheffield.sch.uk
Designated member of Senior Leadership Team if DSL and DSDs cannot be on site. Deputy Headteacher	Deborah Banks	dbanks@bradfield.sheffield.sch.uk
Headteacher	Adrian May	amay@bradfield.sheffield.sch.uk
Local Authority Designated Officer (LADO)		LADO@sheffield.gcsx.gov.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partner, Sheffield Children's Safeguarding Partnership (SCSP).

It sets out changes to our normal child protection policy considering 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 Plan (EHCP)

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 child/young person must come first.

> If anyone has a safeguarding concern about any child/young person they should continue to act on it immediately.

> A Designated Safeguarding Lead (DSL) or Deputy should always be available (see section 4 for details of our arrangements).

> It is essential that unsuitable people do not enter the school premises or gain access to children/young people.

> 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/young person immediately. It is still vitally important to do this, both for children/young people still attending school and those at home.

As previously, any member of staff with concerns should inform the DSL or DSD as soon as possible, and enter details of their concern on CPOMs. If the child/young person is in immediate risk of significant harm this should be reported in person to the DSL or in their absence a DSD. If the member of staff is working from home when they become aware of a safeguarding concern, they should immediately telephone the DSL or DSD on duty to inform them of their concern. This should be followed up by the member of staff completing an incident report via CPOMs. Only if this is not possible, the DSL or DSD can, in these circumstances, enter the incident on CPOMs. In doing this, the DSL or DSD must be extremely careful to report exactly what the member of staff has said and must make the time of the incident, time of the report and name and role of the staff member clear.

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 DSD arrangements

We aim to have a trained DSL or DSD on site wherever children are attending our setting. If there is no DSL or DSD on site, the Headteacher/ Deputy Headteacher or Assistant Headteacher should be contacted.

Details of important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff informed by email as to who will be the DSL or DSD on any given day. This will be clearly stated on the weekly Rota System emailed to staff. This will be updated and emailed as necessary. Staff should always consult the latest document received. In addition to this, the DSL or DSDs on site, will ensure they are highly visible to staff working that week and will tour the various parts of the school being used, at least once daily.

We will ensure that the DSL and DSDs, wherever their location, know who the most vulnerable children in our school are. The Safeguarding Caseload will be regularly checked and updated by the Safeguarding Lead and the DSL will have overall responsibility for ensuring numbers are collated on a weekly basis.

If there is an occasion where there is no DSL or DSD on site, a Senior Leader will take responsibility for co-ordinating safeguarding.

The Senior Leader will be responsible for liaising with the off-site DSL or DSD to make sure they can:

> Identify the most vulnerable children/young person in school.

> Update and manage access to child protection files, including using and recording all Safeguarding and Child Protection work on CPOMs, 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

At Bradfield School, we will continue to follow the Sheffield Children's Safeguarding Partnership policies and procedures. These can be found online at:
https://www.safeguardingsheffieldchildren.org/sscb/education/policies-procedures

We will also continue to work with children's Social Care, and with Virtual School for Looked After Children and previously Looked After Children.

We will continue to update this addendum where necessary, to reflect any updated guidance from:

> Sheffield Children's Safeguarding Partnership (SCSP).

> The Local Authority, specifically about children with Education, Health and Care Plans (EHCP).

> The Local Authority Designated Officer (LADO)

> Children's Social Care; specifically, with reference to reporting mechanisms, referral thresholds and Children in Need or those on Child Protection Plans

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 vulnerable child we expect to attend school during the closure does not attend or stops attending. In these cases, we will:

> Follow up on their absence with their parents or carers, by calling them daily (children with an allocated social worker) or weekly (children who have an EHCP, a Special Guardianship Order, or who are currently being supported by MAST)

> If we cannot contact parents / carers of children with a social worker, or contacting them highlights a concern, we will notify their social worker, where they have one.

> In accordance with our usual safeguarding practice, any cause for concern, including a lack of attendance when expected, we will consult with and refer to the Sheffield Safeguarding Hub on **0114 273 4855**

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.

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/young people attending school and those at home. Where appropriate, when children/young people are not on-site, members of school staff will telephone families and speak to parents and children to support. All incidents and resulting actions will be recorded on CPOMs.

8. Concerns about a staff member

In accordance with our Child Protection and Safeguarding Policy, we will continue to follow the principles set out in 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. If the concern is about a member of staff other than the Headteacher, the Headteacher should be immediately informed. If the concerns are about the Headteacher, the Chair of Governors and LADO should be informed immediately.

The Headteacher should inform the Local Authority Designated Officer (LADO) immediately of all allegations made against members of staff so that they can agree a course of action:

Local Authority Designated Officer (LADO): Tel: 0114 273 4850

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 are not '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. Primarily, these will be children who have a Special Guardianship Order, children who are currently or have very recently been supported by MAST or other children/young person in difficult family circumstances, such as a sudden bereavement.

10. Contact plans

We have contact plans for vulnerable children with a social worker and children who we have safeguarding concerns about, for circumstances where:

> They will not be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this would not be in the child's best interests); or

> They would usually attend but must self-isolate

From week commencing Monday 13th April 2020, each chil/young persond invited to attend our setting will have an Individual Contact Plan which sets out:

> Personal Contact Details

> Reason for Vulnerability

> How often the school will make contact

> Which staff member(s) will make contact

> What to do if contact cannot be make contact

> Allocated Social Worker details

In extreme circumstances we may feel it necessary to contact the police or the LADO if we feel a child or family member is in danger or engaging in criminal or exploitative behaviour.

11. Safeguarding all children

Staff are aware that this difficult time potentially puts all children/young person at greater risk. Staff will continue to be alert to any signs of abuse, or effects on children's mental health that are also safeguarding concerns and act immediately.
For children at home, they will look out for signs like:

> No contact from children or families

> Seeming more withdrawn during any class check-ins, video calls or phone calls

> Concerns which indicate the child/young person could be witnessing domestic abuse

Children are likely to be spending more time online during this period – staff will be extra vigilant to any signs that children are accessing or sharing inappropriate and potentially harmful materials.

11.2 Free Schools Meals

All children attending Bradfield School will have the option of a school meal. For children not attending the setting who are entitled to Free School Meals, the school are following the DfE guidance and children are entitled to a weekly food voucher.

In addition, families who may be in financial difficulties and may need help will be looked at on an individual basis and support will be implemented by SLT as appropriate.

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

IT staff remain available, working from home, during school opening times.

12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing TSAT Code of Conduct and Acceptable Use for E-Safety Policy.

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.

12.3 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.
- Know where else they can go for support to keep their children safe online.

13. Mental health

Where possible, we will continue to offer support for children's mental health. When setting expectations for children 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.

We will ensure we do not place extra demands regarding new learning to parents or children at this difficult time. We will provide learning tasks which children will be able to engage in without difficulty and we will ensure that children with a learning need are catered for appropriately.

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

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.

14.2 Staff 'on loan' from other schools in our Trust (TSAT)

We have assessed the risks of staff working at Bradfield School 'on loan' from other schools within our Trust and we are able to accept staff providing they have had appropriate DBS and other checks at their permanent school, which we will check against the school's Single Central Record.

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

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 Child Protection and Safeguarding 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' from within TSAT need. In most cases, this will be:

> A copy of our Child Protection and Safeguarding Policy and this addendum.

> Confirmation of DSL arrangements.

> Confirmation that they have read and understood TSAT Code of Conduct and Acceptable Use for E-Safety Policies.

14.4 Keeping records of who is on site

We will keep a record of which staff are on site each day.

We will continue to keep our single central record up to date.

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 and/or 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 EHCP plan, Child in Need Plan, Child Protection Plan, Personal Education and Behavior Plan, SEND Support Plan

> Details of the child's social worker if applicable

> Details of the virtual school head if applicable

Where the DSL, 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.

> If children/young person attends Bradfield School from another setting, where possible, they should have a member of staff from their school to support them and to further share information. Likewise, if children from Bradfield School attend an alternative setting, we will endeavor to allocate a member of our staff to support them.

16. Monitoring arrangements

This policy will be reviewed as guidance from the DfE, Local Authority or Sheffield Children's Safeguarding Partnership updated, and as a minimum this addendum will be reviewed every 6 weeks by the DSL. We will endeavour to have each review approved by representatives from the Governing Body as soon as practicable.

17. Links with other policies

This policy links to the following policies and procedures:
> Child Protection and Safeguarding Policy

> SEND Policy

> Staff Code of Conduct

> Acceptable use for E-Safety Policy

> Health and Safety policy

> Online safety policy