

# Eastbury Community School Child protection and safeguarding: COVID-19 addendum



<b>Draft:</b>	Rebecca Lastiotis	<b>Date:</b> 07/04/2020
<b>Last reviewed on:</b>	[09/04/2020 ] David Dickson	
<b>Governing Body Ratification</b>	Chairs action – add date	
<b>Next review due by:</b>	We will every 3 weeks during the lockdown or immediately if Government LBBD LADO guidance changes or a new issue arises that needs consistent approach	

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Draft - Eastbury Community School Child protection and safeguarding: COVID-19  
Addendum April 2020 version 1

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Rebecca Lastiotis: Assistant Headteacher	<a href="mailto:rla@eastbury.bardaglea.org.uk">rla@eastbury.bardaglea.org.uk</a> <a href="mailto:aachildprotection@eastbury.bardaglea.org.uk">aachildprotection@eastbury.bardaglea.org.uk</a>
Deputy DSL	Jason Reynolds-Blanche Stavey Primus Jo Higson Sharon Collins Emily Paul (LAC designated Lead) Julie Moore Emma Knight Lloyd Wood	<a href="mailto:jrb@eastbury.bardaglea.org.uk">jrb@eastbury.bardaglea.org.uk</a> <a href="mailto:spr@eastbury.bardaglea.org.uk">spr@eastbury.bardaglea.org.uk</a> <a href="mailto:jhi@eastbury.bardaglea.org.uk">jhi@eastbury.bardaglea.org.uk</a> <a href="mailto:scl@eastbury.bardaglea.org.uk">scl@eastbury.bardaglea.org.uk</a> <a href="mailto:epa@eastbury.bardaglea.org.uk">epa@eastbury.bardaglea.org.uk</a> <a href="mailto:jmo@eastbury.bardaglea.org.uk">jmo@eastbury.bardaglea.org.uk</a> <a href="mailto:ekn@eastbury.bardaglea.org.uk">ekn@eastbury.bardaglea.org.uk</a> <a href="mailto:lwo@eastbury.bardaglea.org.uk">lwo@eastbury.bardaglea.org.uk</a>  <a href="mailto:aachildprotection@eastbury.bardaglea.org.uk">aachildprotection@eastbury.bardaglea.org.uk</a> for all DSL staff.
Designated member of senior leadership team if DSL (and deputy) can't be on site	Sharon Collins	<a href="mailto:Scl@eastbury.bardaglea.org.uk">Scl@eastbury.bardaglea.org.uk</a>
Executive Headteacher	David Dickson	<a href="mailto:ddi@eastbury.bardaglea.org.uk">ddi@eastbury.bardaglea.org.uk</a>
Local authority designated officer (LADO)	Mike Cullern,	<a href="mailto:mike.cullern@lbbd.gov.uk">mike.cullern@lbbd.gov.uk</a>
Chair of governors	Roy Patient	Contact Karen Dunnell <a href="mailto:kdu@eastbury.bardaglea.org.uk">kdu@eastbury.bardaglea.org.uk</a>

## 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 and local authority (LA) Barking and Dagenham.

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.

Please note that during this time period, an email to [aachildprotection@eastbury.bardaglea.org.uk](mailto:aachildprotection@eastbury.bardaglea.org.uk) is vital for staff members who cannot access the safeguard software online. The safeguarding team will be addressing concerns on the safeguard software on a daily basis but if for any reason there is difficulty reporting on this system, an email to the address above will ensure that all safeguarding staff receive the message of concern.

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: their email addresses or the [aachildprotection@eastbury.bardaglea.org.uk](mailto:aachildprotection@eastbury.bardaglea.org.uk) address

We will keep all school staff and volunteers informed by a senior member of staff 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 Senior Leadership Team. You can contact them by: their individual email address or via the email address [aachildprotection@eastbury.bardaglea.org.uk](mailto:aachildprotection@eastbury.bardaglea.org.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
- › Liaise with the family and or other agencies when required

## 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
- The following guidance is currently in place:

- Follow normal safeguarding procedures as outlined in the school's safeguarding policy: [Child Protection Policy](#)

## 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 making weekly welfare checks to all families. ›  
Notify their social worker, where they have one

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. Parents will be asked to provide contact details including emergency details if different to the details that we currently hold on the system. This includes being able to contact a parent directly at their place of employment in the case of an emergency as secondary contact details on the school system will be presumed to be self-isolating and unable to support during this challenging time period.

## 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.

Normal procedures should be adhered to as clearly outlined in the school's safeguarding policy. Concerns need to be raised immediately with the DSL or deputy DSL via the safeguard software of the child protection email address. If a child is deemed to be at risk and a DSL is not contactable, staff will be required to follow emergency procedures of reporting to Social Care as outlined on page 27 of the school's safeguarding policy.

## 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.

Concerns should be raised directly to the Executive Headteacher, David Dickson. If concerns are raised about the Executive Headteacher, they should be raised through the Chair of Governors, Roy Patient. He can be contacted through the Executive Headteacher's PA, Karen Dunnell: [kdu@eastbury.bardaglea.org.uk](mailto:kdu@eastbury.bardaglea.org.uk)

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. 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. These pupils are those who have access to Early Help (via the school), have been known previously to social care, or are on our SEND register, particularly those on an EHCP plan. Regular welfare checks will be conducted through the Safeguarding Team and any concerns raised with the local authority when required.

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:

➤ How often the school will make contact – this will be at least once a week

➤ 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, by email, or a combination of both

We have agreed these plans with children's social care where relevant, and will review them on a weekly basis in consultation with the vulnerable pupil panel held by the safeguarding team.

If we can't make contact, we will ensure that we inform social care where there is a concern and or work with our schools officer to complete welfare checks if required.

## **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. Staff will also be asked to refer to the school's safeguarding policy and record concerns through the schools safeguarding website.

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 any class check-ins or video calls

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.

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If IT staff are unavailable, our contingency plan is to contact a member of the Senior Leadership Team who will then address the issues raised.

## 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 and acceptable use policy. All contact will be made via the staff school email account or through school homework websites like Show My Homework and concerns raised through the normal safeguarding practices.

Online teaching will be conducted through Microsoft Teams. Lessons will follow pupil timetables where possible and the member of staff will be asked to record the learning sessions. The staff code of conduct will be adhered to and the school's behaviour policy applied.

Phone conversations should be logged through the normal Bromcom facility including the nature of the discussion had.

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. Concerns raised will include any form of inappropriate online behaviour, including peer on peer abuse and online bullying. Pupils will be able to continue reporting concerns through confide or through the email addresses included in this policy. 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
- 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

The school website currently has signposting for support during this challenging time period. Parents/Carers and pupils can access this through the Mental Health & Well-Being link, easily located on the school website. This includes useful websites, top tips and contact numbers for support.

Support can also be found through the government websites on Coronavirus (Covid-19) listed below:

[National Governance Association](#)

[Government Guidance: Coronavirus](#)

## 13. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will be completed through weekly telephone welfare checks, responding to pupil emails and signposting external support where required.

As stated in 12, we will also signpost all pupils, parents 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.

## 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, as of 19 March 2020.

As with our usual practice an interview template for questions and answers will be used during virtual interviews and the safeguarding questions responses recorded in detail.

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**

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. If this is required, new staff will be provided with a copy of the school's safeguarding policy and contact details for DSL members of staff.

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 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. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 weeks during the lockdown, or immediately if Government, LBBD LADO guidance changes or a new issue arises that needs consistent approach, by the Safeguarding DSL, Rebecca Lastiotis. At every review, it will be submitted for approval by the full governing board or for Chairs action if urgent.

## 17. Links with other policies

This policy links to the following policies and procedures:

- > [Child protection policy](#)
- > [Staff code of conduct](#)
- > IT acceptable use policy: [Staff](#) | [Pupils](#)
- > [Health and safety policy](#)
- > [Online safety policy](#)
- > [Anti-Bullying Policy](#)

## 18. Links to other LBBD LADO guidance

### [Barking and Dagenham Safeguarding Guidance Pack: Useful information for Schools on local safeguarding arrangements and support services for children and families](#)

A collaboration of professionals from across the Children's Safeguarding Partnership April 2020

### **Contents:**

#### **Guidance for Schools on local safeguarding arrangements and support services:**

[UPDATED: Guidance to schools in response to COVID-19 and Supporting Vulnerable Children and Young People – April 2020 v3](#)

[Child Protection Conferences: Covid-19 contingency plan](#)

[Bereavement, loss and Funerals: Coronavirus \(Covid-19\) summary information](#)

[Talking to children about the death of someone close: Coronavirus \(Covid-19\) summary information](#)

[Bereavement and loss: Policy for use in schools](#)

[BD CAN – Help our community and local service providers update](#)

[MIND – Guidance for line managers – Wellness Action Plans \(WAPS\)](#)

[Useful guidance on best practice for practitioners maintaining contact with vulnerable children](#)

**Guidance for children, young people, parents and carers:**

[Advice for Parents on services available during COVID-19: Domestic Abuse](#)

[Advice for Parents on services available during COVID-19: Substance Misuse](#)

[Children’s guide to the Coronavirus: Children’s Commissioner](#)

[Coping with self-isolation](#)

[COVID-19: Parents guidance document](#)

[NHS: COVID-19 Useful resources for children, young people, families and teachers: Free online activities for young people and parents](#)

[Local youth offer during COVID-19](#)