Covid-19 Safeguarding and Child Protection Addendum for Junior School, 2021

This policy relates to the Junior School including EYFS and Senior School children accessing the Key Worker Scheme. It should be read in conjunction with the school's Safeguarding and Child Protection Policy and procedures. A separate policy exists for the Senior School.

Contents

Key contacts

Role	Name	Contact Number	Email
Bootham Junior Designated safeguarding lead (DSL)	Helen Todd (Head of BJS)	07733 331564	helen.todd@boothamschool.com
Bootham Junior Deputy DSL's	Anna Harrison Louise Leaf		anna.harrison@boothamschool.com Louise.leaf@boothamschool.com
Designated member of Senior Leadership Team if DSL (and Deputy) can't be on site	Chris Jeffery (Head) at Senior School Site	07725 257093	chris.jeffery@boothamschool.com
Safeguarding Governor	Graham Ralph		governor.safeguarding@boothamschool.com
York MASH		01904 551900	childrensfrontdoor@york.gov.uk childrensadvice@york.gov.uk
North Yorkshire MAST	Including out of hours Emergency Team for both York and North Yorkshire	01609 780780	edt@northyorks.gov.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and sets out changes to our normal safeguarding 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 safeguarding policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:
- Have a social worker, including children:

  o With a child protection plan

  o Assessed as being in need

  o 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 is essential that unsuitable people do not 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.

CPOMS should be used to record all concerns, including those of a pastoral nature. We recognise that moving to remote learning may make it more difficult to assess children's wellbeing and it is therefore critical that any concerns, however small, are recorded so that the DSL team can monitor and take action if required.

The requirement for staff to make an immediate referral themselves if they cannot speak with a DSL or deputy and consider a child is at risk of harm has not changed. This should be done via York MASH and recorded on CPOMS.

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 on Page 3 of this addendum.

The three BJS DSL/deputy DSLs will work on a rota system and be based in the Junior School Office. They will review all entries made onto CPOMS and can be contacted directly by email or telephone.

If there is an occasion where the DSL (or deputy) cannot be in school they can be contacted remotely via email or phone.

We will keep all junior school teaching staff and those caring for the key worker children volunteers informed by email 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 Chris Jeffery. You can contact them by email chris.jeffery@boothamschool.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

- Receive and respond to concerns about children

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after children.

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

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. We will be completing the DfE online attendance forms and submitting them daily. This will be completed by the DSL on site.

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

- Follow up on their absence with their parents or carers, by telephone
- 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. This is done through Operoo and a daily attendance register which also acts as a Fire Register. All staff are required to sign in and out at reception.

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. These should be notified by email to the Deputy Head who will record the concern, carry out any investigation and offer pastoral support to the victims. An updated Acceptable Use Policy and further guidance on remote learning will be sent to all parents. The school's usual rewards and sanctions policy will be followed as far as is practical.

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.

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. These might include children who suffer with extreme anxiety or for whom a long period confined to home is likely to put significant strain on family relationships. It is most likely that these will be children about whom staff already had concerns and we were already working with in a pastoral capacity but who did not meet the threshold for a referral.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

10.   Safeguarding for children not attending school

10.1 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

- These plans set out:

- How often the school will make contact

- Which staff member(s) will make contact

- How they will make contact

- Any further help the school can offer

We have agreed these plans with children's social care where relevant, and will review them every 3 weeks or more often if need arises.

If we can't make contact with the family, we will meet as a safeguarding team before contacting one or more of Virtual School, Social Worker, York MASH, North Yorkshire Mast or the police.

10.2 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 particular, children are likely to be spending more time online (see section 11 below).

11.   Online safety

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

There are three members of IT staff who can deal with these issues as well as Luke Gilliver and James Ratcliffe should the need arise.

11.2 Outside school
Where staff are interacting with children online, they will continue to follow our existing Code of Conduct and Safeguarding Policies.

They will also follow the school's guidance on remote teaching and learning which covers staff/pupil relationships and communication, the use of social media, video and telephone calling and 1:1 communications. Pupils and their parents will also have similar guidance.

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, 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

12.   Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils.   1:1 telephone calls will be offered as part of our pastoral support structure. These will be conducted with the knowledge of the parent and a member of the Leadership Meeting and each call will begin and end with the member of staff speaking with the parent. The content of each call will be noted in the school's pastoral files.

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.

13. Staff recruitment, training and induction

13.1 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.*

13.2 Staff 'on loan' from other schools
We do not foresee the need for 'loan' staff but if this were to be the case, 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. This will be carried out by our HR department.
We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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 Safeguarding and Child Protection policy and this addendum

- Confirmation of local processes

- Confirmation of DSL arrangements

13.4 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.
Where our own, fully vetted, staff are on site they will sign in and out at reception.
We will use the single central record to log:

- Staff 'on loan' in our school each day.

- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. 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

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This policy will be reviewed as guidance is updated, and as a minimum every 3 weeks by the Head of BJS.
At every review, it will be approved by the Core Leadership Meeting.

16. Links with other relevant policies

Whilst this addendum should be read in conjunction with the following policies and procedures, any changes in working practice outlined in this document, temporarily override any that conflict with those in our main policies and procedures.
- Anti-bullying Policy
- Safeguarding and Child Protection policy
- Health and safety policy
- IT acceptable use policy (staff and pupils)
- Pupils' Code of Conduct for Remote Learning at Bootham Junior School
- Recruitment Policy
- Staff Code of Conduct
- Whistleblowing Policy

17. Review information

Guidance and Addendum Produced: 6th April 2020 by Helen Todd
Approved by Leadership Meeting: 14th April 2020

Date of last review: January 2021
Person responsible: Head of Bootham Junior School
Review group: Leadership Meeting
Approval group: Governors' Meeting, March 2021

Date of next review: This addendum will be reviewed regularly to implement any changes taking into account variations in Government advice.