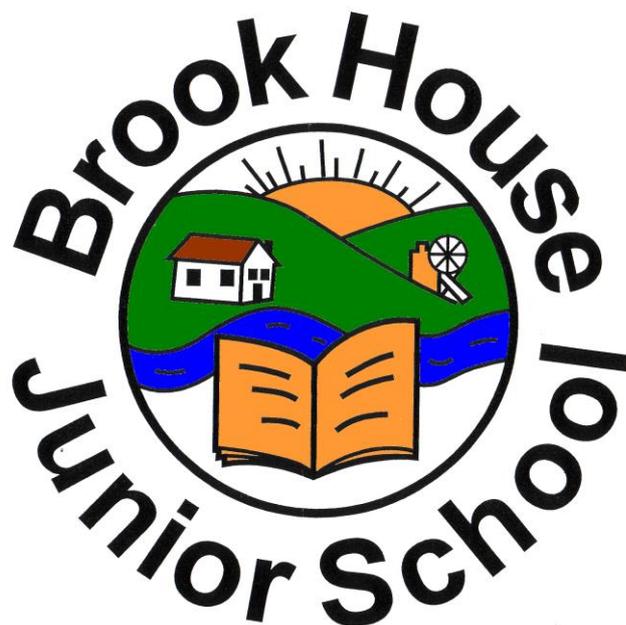


# Brook House Junior School

## Safeguarding Policy Covid Addendum



# COVID-19 ADDENDUM

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## Important contacts

Mark Hinchliff (DSL) Tel; 07792359317

Yvonne Bielby (DSD) Tel; 07733433023

Sheffield Safeguarding Hub - Tel; 0114 2734855 Option 1

MAST - Tina Bennet - Tel; 07909881773

Rachel Kitchen (East MAST) - Tel; 07970977075

[Flora.Bandele@sheffield.gov.uk](mailto:Flora.Bandele@sheffield.gov.uk) or [bkay@learn365.onmicrosoft.com](mailto:bkay@learn365.onmicrosoft.com) Tel; 07734743258

[Bea.Kay@sheffield.gov.uk](mailto:Bea.Kay@sheffield.gov.uk) Tel; 07772348514

Sheffield Women's Aid refuges are open and are accessed via the Housing Solutions phone numbers:

- 0114 2736306 or 0800 7311 689 out of hours.
- Male victims needing support should also use these numbers to access safe accommodation.

National 24-hour Domestic Abuse helpline: 0808 2000 247

### Support for domestic abuse victims

IDAS, the Sheffield Domestic Abuse provider is still working during this uncertain and challenging time, they:-

- are providing the Freephone Domestic Abuse Helpline 8am – 7pm weekdays and 9-5pm on Saturdays 0808 808 2241 [info@idas.org.uk](mailto:info@idas.org.uk)
- webchat is available at [www.idas.org.uk](http://www.idas.org.uk) weekdays 3-6pm
- are also offering Sanctuary Scheme measures for people experiencing harassment from an ex-partner or family member
- IDAS will provide emergency face to face appointments where these are essential.

## 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. In Sheffield these are;

- The Clinical Commissioning Groups
- The Police
- Sheffield local authority (LA), including
  - Children's Social Care
  - Early Intervention & Prevention Services
  - Community Partnership and Housing
  - Public Health
  - Youth Justice Service

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.

If staff are working from home and pick up any concerns via telephone, virtual conferencing or email contact the DSL or Deputy by telephone to report as soon as possible.

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) is not in school in school, they can be contacted by mobile phone –

DSL Mark Hinchliff:07792359317

DDSL Yvonne Bielby 07733433023

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 Laura Adams and Susan Warren.

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

The following guidance is currently in place:

The updated government guidance provides clarification in relation to the expectation on education settings to continue to support vulnerable children. This document has been updated as a tool to support our school in meeting these expectations.

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

### **Current Safeguarding Arrangements;**

We will continue to follow the Current Covid-19 Safeguarding Arrangements which can be found at;

<https://www.safeguardingsheffieldchildren.org/sscb/news/covid-19-safeguarding-arrangements>

The Sheffield Safeguarding Children Partnership are working to their contingency plans to ensure that resources are focused on the most vulnerable. The Partnership urges everyone to follow the appropriate local and national guidance. Individual, professional and agency responsibilities to protect those at risk still continue and we should all be acting with the best interests of children uppermost. It is important that everyone remembers that safeguarding can only be effective where there are strong and open links between individual practitioners and agencies, and that good and prompt communication and the sharing of relevant information, will help ensure that people remain safe, especially at this time.

All face to face safeguarding children training has been cancelled until further notice. Any updates to this will be posted on the training pages of the Safeguarding website.

- If it is an emergency and a person thinks that a child may be in immediate danger contact the emergency services directly by calling 999.
- If staff need to contact the Sheffield Safeguarding Hub to make a safeguarding referral, telephone 0114 273 4855.

We will continue to use official sources of information for updates and advice.

Information from the NHS - [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

Advice and updates from the Government, including stay at home advice and guidance for employers, employees and businesses - [www.gov.uk/coronavirus](http://www.gov.uk/coronavirus)

### **Vulnerable children and young people;**

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan whose needs cannot be met safely in the home environment
- have been assessed as otherwise vulnerable by education providers or local authorities (including children's social care services), and who are therefore in need of continued education provision. This might include children on the edge of receiving support from children's social care services, adopted children, or those who are young carers

We have been provided with an updated list of all of the children identified as our 'most vulnerable', this includes all children in our school with a CIN or CP plan an Education, Health and Care Plan or CLA plan and those in our education settings and early help services identified as otherwise vulnerable.

For all 'Vulnerable children' assessed as being in need under section 17 of the Children Act, the allocated social worker has made a judgement based on partnership information in relation to the balance of risk, including health vulnerabilities, family circumstances and the child or young person's assessed special educational needs. This judgement has informed a 'rag rating' for each child, which in turn will inform the expectation on the child's attendance at school and their engagement in other interventions offered.

We make similar judgments with partners about children assessed as otherwise vulnerable. The MAST link worker will support the designated safeguarding lead with any additional information gathering required to inform our judgement.

For all children with an EHCP, the Educational Psychologist (EP) has made a judgement based on partnership information (discussion with SENCO) in relation to the balance of risk, including health vulnerabilities, family circumstances and the child or young person's assessed special educational needs to determine whether it is beneficial and appropriate for child to continue to attend educational settings. These children are 'RAG rated' red, amber or green and reviewed fortnightly.

Social workers, Educational Psychologist and Designated Safeguarding Leads and/or equivalent staff should keep under review their lists of vulnerable children and young people who should be attending provision.

An update should be provided to [C&FBusiness.Continuity@sheffield.gov.uk](mailto:C&FBusiness.Continuity@sheffield.gov.uk) when there are any changes to the list of vulnerable children and young people changes.

## **6. Monitoring attendance**

As most children will not be attending school during this period of school closure, we will not be completing our usual registering procedures have been adapted.

Partial closure – attendance returns were completed and sent via anycomms to Sheffield CC.

From June 2<sup>nd</sup> – staff will complete pre-populated excel registers with children that are expected to attend from parent communication of intent. This information will be uploaded to SIMS by admin team. School will then follow usual procedures to follow up on non-attendance.

Where any child we expect to attend school during the extended opening, don't attend, or stop attending. In these cases we will:

- Follow up on their absence with their parents or carers, by text message / telephone call.
- Notify their social worker, where they have one

We will continue sending 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.

## **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.

## **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 and guidance in the existing policy.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

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).

## **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.

Children who have previously had a Social Worker, MAST Involvement, those who are shielding and those who staff have concerns will be offered additional support. If these children will not be attending school, the SENCO and Pastoral Lead will make weekly contact with the families. A contact plan is in place, as explained in section 10 below.

## **10. Contact plans**

The DSL, SENCO and Pastoral Lead have made at least weekly welfare calls to families of 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.
- The school has a contact Vulnerable and SEN Contact Checker Plan. The plan 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, doorstep visits, or a combination of both.

The Welfare calls are made where possible on Monday and Tuesday. If a call isn't answered a voicemail is left and contact is made again.

If a child has stopped attending and there has been no contact explaining the absence, the school should attempt to make contact with the family by phone and, unless the family are self-isolating, make a home visit. If contact can still not be made with the family, this should be escalated to the Local Authority, initially through the MAST service.

The school will complete the home visit template form below and share this with the local authority.

Feedback form

**Feedback Form from Vulnerable children and young people home visits – COVID-19**

<b>Child's Name</b>	Parent's Name	
<b>Siblings names</b>	Address visited	
<b>Did anyone answer the door?</b>	If not, did it appear there was someone home?	
<b>Was the parent/ carer seen?</b>	What was their response?	
<b>Was the child seen?</b>	What was their response?	
<b>Were any siblings seen?</b>	Who were they?	
<b>Is the parent/ carer able to get the child to school tomorrow?</b>	If not, why not?	
<b>How is the parent ensuring their child is safe?</b>		
<b>Record discussion and details:</b>		
<b>Child Protection Safeguarding</b>		

**Have the Sheffield Safeguarding Hub been contacted during, or after the visits took place? If yes, who did you speak to? And what was the outcome?**

If at any stage of the process immediate safeguarding concerns are identified and it is believed that the child is suffering harm, the schools should seek advice from the Sheffield Safeguarding Hub in line with existing safeguarding procedures.

Class Teachers have daily contact with their class via the school blog and class email. Class teachers will also make telephone contact with each family that remain at home each half term, unless they feel the family requires contact to be more regular.

Healthy Minds Prompt Sheet has been shared with Teachers to support their calls to parents/ carers.

Safeguarding phone call prompts examples below;

Suggested conversation starters:

- What have you been doing/ eating this week that you have enjoyed?
- Is there anything that you are worried about/ needs to change?
- What helps you escape from your worries? (the emotional wellbeing resources might help here.)
- How would things look if your worries were gone?
- Have you managed to do any home learning this week?
- Do you have a tablet/laptop/PC and access to the internet?
- Are you regularly reading?
- Is there any support we can give you as a school?

Children in receipt of Pupil Premium/ FSM are provided with grab-bags, Hampers or Food vouchers. Access to Food Bank Contact details, Safeguarding Policy and NSPCC contact details are accessible to parents via the school website.

Home Learning is provided for children. There are regular emails with updates and information and weekly tasks uploaded to class blogs.

Physical Home Learning packs have been provided for Pupil Premium children and parents that request them.

Additional SEN Home Learning Packs are provided for SEN children (Level 3+). SEN advice & information sent to parents and posted on the school website.

Class emails are set up to increase contact with families and celebrate/monitor/feedback home learning.

All staff working from home are contactable by email and phone during working day.

DSL/ SENCO has regular contact with professionals supporting vulnerable children – MAST/Social workers/ SEN agencies.

Necessary SEN/TAF, Transition and Safeguarding meetings are to be conducted virtually, using meet.google.com (advised safest by Learn Sheffield) or Zoom (LH/DP/relevant teachers)

**We have agreed these plans with children's social care where relevant, and will review them;**

We have weekly contact with Social Workers and contact them if we haven't been able to make contact with a family or we have concerns.

If staff are concerned or unable to make contact with a family of a child who does not attend school they will;

Notify the child's Social Worker (if they have one) and act upon further advice.

If the child doesn't have a social worker, the DSL or DSD will make a social distance doorstep visit.

The Designated Safeguarding Lead (DSL) and Designated Safeguarding Deputy (DSD) will be contactable and will remain available in line with the school's safeguarding procedures.

If a member of staff is concerned about a family they will follow the school's safeguarding procedures, this may including notifying Sheffield Safeguarding Hub (Tel 2734855). In an emergency contact the Police (Tel 999).

**In the event of total closure the school website will have mobile phone numbers so that families can contact someone to alert them to any needs they may have.**

## 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
- Not making contact via the Class Blog
- Not responding to school emails or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins

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.

### 12.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct/ Online Safety Policy

Staff will make contact with families via their school class email.

Staff will only upload photographs and videos of children where parental permission has been granted.

When making welfare phone calls to families' staff are to turn their phones to no-caller ID.

Necessary SEN/Safeguarding meetings to be conducted virtually. – using meet.google.com or zoom.

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

Staff will adhere to the Online Safety Policy and Safeguarding Policy.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

*For more information please see 'Mobile Devices' and 'Online Safety' policy.*

[https://www.safeguardingsheffieldchildren.org/assets/1/mobile\\_devices\\_sept\\_18.pdf](https://www.safeguardingsheffieldchildren.org/assets/1/mobile_devices_sept_18.pdf)

[http://www.beighton.sheffield.sch.uk/docs/policies/Online\\_Safety\\_Policy\\_2018.pdf](http://www.beighton.sheffield.sch.uk/docs/policies/Online_Safety_Policy_2018.pdf)

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.

### **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

We will do this by;

Regular email online safety updates.

IT learning tasks linked to Staying Safe Online.

Access to Online Policy on the school website.

## **13. Mental health**

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

Regular contact with families and staff to monitor wellbeing.

Mental health/wellbeing resources have been shared with parents and staff via email and resources are accessible via the school website. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

Access to support from Healthy Minds.

For children accessing school they will have a daily Sunshine Circle Time and PSHE session.

Using teaching resources provided by Healthy Minds

Access to suggested DfE learning and support resources such as;

- Resources to help children to learn about coronavirus and how to keep themselves and others safe
- Professional association for children and early years (PACEY): supporting children in your setting
- Dr Dog explains coronavirus
- Busy Bees:
- Bright Horizons: Talking to Children about COVID-19 (novel coronavirus)

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.

### **14.2 Staff 'on loan' from other schools**

If it becomes necessary to access supply staff or additional staff from local schools we will assess the risks of staff from outside school coming into Beighton and the usual checks will be made. We will seek assurance from the 'loaning' school that staff have had the appropriate checks. Dawn Wright (School Business Manager and Lisa Hindley will complete the Risk Assessments.)

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' or supply staff 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
- 

Staff are kept up to date with Safeguarding Online Training and have access to complete online refresher courses.

### **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.

Staff will sign in using the regular electronic sign in system. The admin team will sign in any essential volunteers electronically, avoiding contact with the sign in screen.

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

We will continue to 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**

If children are temporarily required to attend another setting, we will make sure the receiving (host) school is provided with any relevant welfare and child protection information and a full risk assessment is completed.

If a child is attending a 'host school' then the home school should apply the B code. There needs to be an arrangement between the home school and host school about informing of absence so this can be marked in the register.

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.

## **16. Monitoring arrangements**

This policy will be reviewed and updated with any new guidance from the 3 local safeguarding partners, the LA or DfE. It will be reviewed each half term and shared with the governing body.

## **17. Links with other policies**

This policy links to the following policies and procedures:

- Child Protection Policy
- Behaviour and Discipline Policy
- Anti-Bullying
- Staff [behaviour policy/code of conduct]
- IT acceptable use policy
- Health and Safety Policy
- SEND Policy
- Online Safety Policy
- Data Protection Policy