



**HARLINGTON LOWER AND SUNDON LOWER SCHOOL**  
**CHILD PROTECTION AND SAFEGUARDING POLICY- COVID 19**  
**APPENDIX D**

**Approved by Curriculum Trustee Committee: September 2020**

**Approved by Board of Trustees: September 2020**

**Next review: September 2021**

Edition 2: September 2020

Document Control		
Edition	Issued	Changes from previous
1	April 2020	<ul style="list-style-type: none"> <li>Written in response to the Coronavirus crisis and resulting school closure</li> </ul>
2	Sept 2020	<ul style="list-style-type: none"> <li>Written in response to school reopening for ALL pupils</li> </ul>

### Important contacts

Role	Name	Contact number	Email
<b>Designated Safeguarding Lead (DSL)</b>	Mrs Tina Edmonds (HLS)	01525 752500	<a href="mailto:edmondst@harlington.cbeds.co.uk">edmondst@harlington.cbeds.co.uk</a>
	Mr Jonathan Callender	01525 872357	<a href="mailto:callenderj@sundon.cbeds.co.uk">callenderj@sundon.cbeds.co.uk</a>
<b>Deputy DSLs</b>	Mrs Connie White	01525 752500/ 01525 872357	<a href="mailto:whitec@harlington.cbeds.co.uk">whitec@harlington.cbeds.co.uk</a>
	Mrs Sharon Carter	01525 752500	<a href="mailto:carters@harlington.cbeds.co.uk">carters@harlington.cbeds.co.uk</a>
<b>Headteacher</b>	Mrs Connie White	01525 752500 01525 872357	<a href="mailto:whitec@harlington.cbeds.co.uk">whitec@harlington.cbeds.co.uk</a>
<b>Chair of Trustees</b>	Mrs Jo Rayner	01525 72500	<a href="mailto:raynerj@harlington.cbeds.co.uk">raynerj@harlington.cbeds.co.uk</a>

## Scope and definitions

This addendum applies from the start of the autumn term 2020. It reflects updated advice from our 3 local safeguarding partners: Chief Executive of Central Bedfordshire Council, Accountable Officer for Bedfordshire Clinical Commissioning Group and Chief Constable for Bedfordshire Police and Central Bedfordshire Local Authority.

It sets out changes to our normal child protection policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under regular review.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus – for example, due to clinical and/or public health advice, such as if there's a local lockdown or if they need to self-isolate.

In this addendum, where we refer to vulnerable children, this means those who:

Those who have a social worker and those children and young people up to the age of 25 with an Education, Health and Care Plan (EHCP).

Those who have a social worker include children who have a Child Protection (CP) Plan or a Child In Need (CIN) plan and those who are looked after by the Local Authority (LAC).

## Core safeguarding principles

We will follow the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should 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

## 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 at school and those at home.

Where staff have a concern about a child, they should continue to follow the process outlined in the Child Protection and Safeguarding Policy. If it is not possible to complete the normal Concern Form, the member of staff should email the DSL or a Deputy DSL without delay.

Where staff are concerned about another adult working with children, they should contact the Headteacher immediately. Concerns about the Headteacher should be directed to the Chair of Trustees.

DSLs will act upon the information provided and take the necessary action in line with the policy. This could include speaking to parents and making referrals to children's social care and / or police. All actions and the reasons for them should be recorded and saved so that they can be filed in the child's safeguarding file on return to school.

DSLs and / or other appropriate pastoral staff will continue to attend all multi-agency meetings which can be done remotely. Notes should be taken, saved and filed on return to school.

All staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

## **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 on site, they can be contacted remotely by email as listed in the 'Important contacts'.

## **Working with other agencies**

We will continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

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

## **Monitoring attendance**

We will resume taking our attendance register. We will also follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

All pupils of compulsory school age will be expected to attend school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

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

- Follow up on their absence with their parents or carers following school procedures detailed in our attendance policy
- 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.

## **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.

## **Concerns about a staff member, supply teacher 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

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.

## Contact plans

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Children identified as vulnerable (not just those with a current social worker) will be contacted regularly and their parents will receive wellbeing phone calls from their Class Teacher/ Senior Leader / DSL. Records of this communication will be made, kept and filed on return to school. All parents and children will be provided with contact information for other support organisations that they can access when the child is not in school.

If we can't make contact, we will contact children's social care or the police.

## 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.

## Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before children return.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

## Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff and volunteers 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

## Online safety

### In school

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

### 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 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 above.

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.

## 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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

This will be communicated through our school Newsletter and be website.

## **Mental health**

### **Children returning to school**

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

### **Children at home**

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

We will also signpost all pupils, parents/carers 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.

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures see above.

## **Staff and volunteer recruitment**

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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 183-188 of Keeping Children Safe in Education.

## **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 in line with the expectations of Keeping Children Safe in Education.

## **Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated regularly. At every review, it will be approved by the full board of Trustees.

## **Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- Behaviour Policy
- Anti bullying Policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Attendance policy
- Confidential Reporting (whistle-blowing) policy.



We support children in becoming well rounded individuals where they naturally demonstrate the values of the school in all aspects of their lives.