



Calday Grange
Grammar School

Child protection and safeguarding: COVID-19 addendum

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Contents

Important contacts	3
1. Scope and definitions.....	3
2. Core safeguarding principles.....	3
3. Reporting concerns.....	4
4. DSL (and deputy) arrangements	4
5. Working with other agencies	5
6. Monitoring attendance.....	5
7. Peer-on-peer abuse	5
8. Concerns about a staff member or volunteer	5
9. Support for children who aren't 'vulnerable' but where we have concerns	6
10. Safeguarding for children not attending school	6
11. Online safety.....	6
12. Mental health	7
13. Staff recruitment, training and induction.....	7
14. Children attending other settings	8
15. Monitoring arrangements	8
16. Links with other policies	8

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Vicki Storey	vicki.storey@calday.co.uk
Deputy DSL	Colin Lamprey	colin.lamprey@calday.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Michael Twist	michael.twist@calday.co.uk
Headteacher	Stephen Gray	stephen.gray@calday.co.uk
Local authority designated officer (LADO)	Anne King	Local Authority Designated Officer (LADO) Safeguarding Children Service Wirral Council PO Box 290 Brighton Street Wallasey CH27 9FQ Telephone 0151 666 5525 Mobile 07342058612 Anneking1@wirral.gov.uk
Chair of governors	Caroline Ashcroft	Caroline.ashcroft@calday.co.uk

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 Education, Health and Social Care and Wirral local authority (LA).

It 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:
 - 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 young people must come first

If anyone has a safeguarding concern about any young person, 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 young people

Young people 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 young person immediately. It is still vitally important to do this.

All current members of staff are to report any concerns using their My Concern log in as usual. If an individual has an immediate concern about a young person during school hours, they contact the member of SLT on duty in school and they will contact the Designated Safeguarding Lead. If a member of staff has an urgent safeguarding concern relating to a young person outside of school hours or during school holidays they should contact the local safeguarding board central advice and duty team on the following numbers:

Monday to Friday 9am - 5pm 0151 606 2008

At other times 0151 677 6557

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

Whilst, we aim to have a trained DSL or deputy DSL on site this is not always possible in the current circumstances. Details of important contacts are listed in the 'important contacts' section at the start of this addendum.

If the DSL (or deputy) are not in school concerns must be reported to the member of SLT on site.

It will be the responsibility of the member of SLT on duty to report any safeguarding concerns to the DSL and she will follow appropriate safeguarding procedure.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

The member of SLT on site will take responsibility for co-ordinating the safeguarding of students in school. Staff will be informed as to whom the member of SLT is for a given week. . The member of SLT can be contacted via their school email address.

The member of SLT on site will be responsible for liaising with the off-site DSL (or deputy) to make sure they can:

Identify the most vulnerable young people in school

Update and manage access to child protection files, where necessary

Liaise with young people's social workers where they need access to young people 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 young people 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 is currently in place:

- The DSL has provided details of school support in place for all students who are currently open to social care to the Early Help and Prevention team- April 1st 2020.
- House Pastoral Leaders, their deputies and Heads of Year are in regular contact with the guardians of Looked After Children and they are aware of whom to contact should they wish to access a place at school for their charges.
- A list of vulnerable students has been compiled by the DSL and members of the pastoral team, under supervision of the DSL, are making regular contact with parents/ guardians to ascertain the welfare of the students and if support or guidance is required.
- Students whose families are currently in TAF are also being supported via pastoral welfare calls.
- Vulnerable students who were in receipt of mentoring and counselling support during term time are receiving regular email contact and signposting to appropriate agencies and resources.

6. Monitoring attendance

As most students 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 young person 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 guardians by contacting home.

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 liaise with parents and guardians to ensure we have up-to-date emergency contact details and additional contact details where possible. Parents/ guardians have provided this information as part of the key workers planned attendance procedure.

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.

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.

Any concerns about a member of staff or volunteer should be reported to the head teacher who will investigate and contact Anne King, local authority designated officer.

We will continue to refer adults who have harmed or pose a risk of harm to a young person 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 students who are not ‘vulnerable’ but where we have concerns

We have the capacity to offer places in school to young people who do not 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. If these young people are not attending school, we have put a contact plan in place, as explained in section 5 and 10.1 below.

10. Safeguarding for students not attending school

10.1 Contact plans

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

They won’t be attending school (for example where the school, parent/ guardian and social worker, if relevant, have decided together that this would not be in the young person’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 will make contact

How they will make contact

This plan is in the form of a Google Sheet which is updated regularly and overseen by the DSL

We have agreed these plans with children’s social care where relevant, and will review them on an adhoc basis.

If we cannot make contact, we will contact the Early Help and Prevention Team or the Integrated Front Door when appropriate.

10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all young people at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on students’ mental health that are also safeguarding concerns, and act on concerns immediately. In particular, students 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.

If IT staff are unavailable, our contingency plan is to contact the member of SLT on site and the IT Manager.

11.2 Outside school

Where staff are interacting with students online, they will continue to follow existing guidelines in our Acceptable Use Policy and Staff Code of Conduct

Staff will continue to be alert to signs that a student 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 students 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 guardians

We will make sure parents and carers:

Are aware of the potential risks to students online and the importance of staying safe online

Know what our school is asking students 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; this information has been shared on the school website and in communication sent out to parents/ guardians.

12. Mental health

Where possible, we will continue to offer support for student mental health for all students. Details of online resources and helplines provided by agencies such as CAMHS, MyMind and Kooth have been shared with all students and parents/ guardians

We will also continue to signpost students, parents/ guardians and staff to other resources to support good mental health at this time as they become available.

When setting expectations for students learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both young people'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 young people.

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 are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

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 safeguarding policy (and this addendum)

Keeping Children Safe in Education part 1

13.4 Keeping records of who is 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. This record will be shared with the DSL each day.

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

14. Young people attending other settings

Where young people are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and safeguarding information.

Wherever possible, our DSL (or deputy) will share, as applicable:

The reason(s) why the young person is considered vulnerable and any arrangements in place to support them

The young person's EHC plan, child in need plan, child protection plan or personal education plan

Details of the young person's social worker

Details of the virtual school head

Where the DSL or deputy cannot share this information, the member of SLT identified in section 4 will do this.

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

15. 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 4 weeks by the DSL. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

Safeguarding protection policy

Staff code of conduct

IT acceptable use policy

Health and safety policy

Online safety policy

Whistle blowing policy

Anti-bullying policy