

# Child protection and safeguarding: COVID-19 addendum January 2021:

## The Minster School

Approved by:	Phil Rowson	Date: 12/01/21
Next review due by:	12/02/21	

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## Important contacts

<u>School</u>	<u>Name</u>	<u>Role</u>	<u>Contact</u>
The Minster school	Phil Rowson	Senior DSL	07763694946
The Minster school	John Partridge	Deputy DSL	07971520971
The Minster school	Rhod Price	DSL Trained	07753410733
The Minster school	Wendy Redmond	DSL Trained	07917106738

## 1. Scope and definitions

This addendum applies from the start of the Spring term 2021 following the governments announcement for school closures. It reflects updated National safeguarding advice and updates from Nottinghamshire County Council

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 review as set out in section 15 below.

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

Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority
- Have an education, health and care (EHC) plan
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
  - On the edge of receiving support from children's social care services
  - Adopted
  - At risk of becoming NEET ('not in employment, education or training')
  - Living in temporary accommodation
  - Young carers
  - Considered vulnerable by the school and/or LA

## 2. 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

## 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 at school and those at home.

Concerns may arise from an email a student sends, or something you notice during a live lesson. To record any safeguarding concerns, staff should continue to use CPOMs. This can be accessed on the desktop if you are in school or via the URL below from outside of school.

[Minster.cpoms.net](https://minster.cpoms.net)

Staff can also seek guidance should they have any questions or concerns regarding students safety and wellbeing by emailing [p.rowson@minster.notts.sch.uk](mailto:p.rowson@minster.notts.sch.uk) . Staff can also contact other members of the pastoral team listed below:

Year 7	Sarah Marriott	<a href="mailto:s.marriott@minster.notts.sch.uk">s.marriott@minster.notts.sch.uk</a>
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Year 8	Caryn McHugh	<a href="mailto:c.mchugh@minster.notts.sch.uk">c.mchugh@minster.notts.sch.uk</a>
Year 9	Shauna Batchelor	<a href="mailto:s.batchelor@minster.notts.sch.uk">s.batchelor@minster.notts.sch.uk</a>
Year 10	Wendy Redmond	<a href="mailto:w.redmond@minster.notts.sch.uk">w.redmond@minster.notts.sch.uk</a>
Year 11	Ian Roberts	<a href="mailto:i.roberts@minster.notts.sch.uk">i.roberts@minster.notts.sch.uk</a>
16+	Rebecca Darby	<a href="mailto:r.darby@minster.notts.sch.uk">r.darby@minster.notts.sch.uk</a>

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 on site, they can be contacted remotely by emailing [p.rowson@minster.notts.sch.uk](mailto:p.rowson@minster.notts.sch.uk).

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be the SLT member leading the Hub provision. You can contact them by contacting the reception in school.

The senior leader will be responsible for liaising with our 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, 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 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

## 6. Monitoring attendance

If The Minster School has any children in attendance (e.g. because they are vulnerable or their parent(s) / carers are critical workers) we will submit the daily attendance sheet to the DfE by 2 PM - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The Minster School and social workers will agree with parents/carers whether children in need should be attending school – The Minster Hub will then follow up on any pupil that they were expecting to attend, who

does not. The Minster Hub will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

A call will be made by the PSA that is on duty for any student that has signed up to attend but hasn't arrived on site.

Students in key stage 4 and 5 that are learning remotely will be registered as normal via Sims. Key stage three students will attend live lessons, a record of the overall attendance of these sessions will be kept. In addition, 'drop in' attendance monitoring will take place across key stage three. A record of students not attending live lessons will be kept and parents will be contacted weekly where attendance falls below the required level.

To support the above, the Minster School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, The Minster School will notify their social worker.

## **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, 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 staff/supply teachers/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).

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. Safeguarding meeting and contact**

Students requiring additional safeguarding measures have been identified. The DSL, SENCO and a member of the Senior leadership team will meet weekly to ensure each student has been contacted and risk assessed, where necessary students may then be invited into school.

Each child identified will be discussed individually and will have a clear plan:

- 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, teams calls or visits, or a combination.

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

If we can't make contact, we will refer cases to MASH where appropriate to do so.

## **10. 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

## 10.1 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.

They will also liaise with the school nurse(s) to gather relevant information about any support provided by school nursing services while children have not been in school.

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.

## 10.2 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

## 11. Online safety

### 11.1 In school

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

### 11.2 Outside school

Online teaching should follow the same principles as set out in the MAT code of conduct.

The Minster School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

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, 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 via the school's parent comms and through school newsletters.

## **12. Mental health**

### **12.1 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.

### **12.2 Children at home**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This will include the continuation of counselling virtually, the 'keep up' site will also have a wellbeing section for students. Additionally, PSA's will make wellbeing calls and tutor sessions will check in on students across all key stages.

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 as set out in section 3 of this addendum.

## **13. 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.

## **14. 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.

## **15. Monitoring arrangements**

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 3-4 weeks] by Phil Rowson DSL.

## **16. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy