

COVID-19 ADDENDUM

CHILD PROTECTION AND SAFEGUARDING POLICY – ADOPTED BY THE LEADING LEARNING TRUST

DATE APPROVED BY THE TRUST BOARD OF THE LEADING LEARNING TRUST – September 2020 [with safeguarding team personnel updated September 2021]

DATE POLICY TO BE REVIEWED – September 2021 [awaiting delivery of Newham’s reviewed Policy]

This policy has been approved by the Leading Learning Trust Trustees, for adoption across our Trust. It applies to both Portway Primary School and Selwyn Primary School. As a small trust, working in the same local area, both Portway and Selwyn work very closely together to keep children safe. Safeguarding is overseen at trust board level, with a named accountable trustee. This Policy has been recommended for adoption by our Trust Board with the arrangements described in operation at both school sites.

At Selwyn Primary School and Portway Primary School, we believe that the welfare of every child is of paramount importance. Our schools will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our schools will be able to talk freely to any member of staff if they are worried or concerned about something.

Everyone who comes into contact with children and their families has a role to play in safeguarding children.

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School Designated Safeguarding Leads

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This policy addendum is available on our school websites and also on request from our school offices. We inform parents and carers about this policy when their children join our schools and through the school newsletter. It should be read in conjunction with the Trust's Child Protection and Safeguarding Policy.

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1. Scope and Definitions

This addendum to our Child Protection and Safeguarding Policy dated September 2020 applies from the period of the schools full reopening (07 September 2020) following the COVID-19 arrangements, and reflects updated advice from the Newham Safeguarding Children Partnership and the London Borough of Newham.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance Covid-19 Guidance for full opening: schools (DfE 2nd July 2020, updated 28 August 2020) and Coronavirus (Covid-19) - Safeguarding in schools, colleges and other providers guidance. (DfE updated on 20th May 2020).

Unless covered here, our normal child protection policy continues to apply.

The Department for Education's (DfE's) definition of 'vulnerable children' includes those children who:

- Have a social worker,
- With a child protection plan
- Are assessed as being a Child in Need (CiN)
- Looked after by the local authority
- Has an education, health and care (EHC) plan

2. Safeguarding principles

We welcome all our children back into school and although due to Covid-19 we are operating in a different way, we will still have regard to Keeping Children Safe in Education 2020, and will follow these important safeguarding principles:

- The best interests of children will always continue to come first.
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately.
- The Designated Safeguarding Lead (DSL) or Deputy should be available at all times or a member of the Senior Leadership team will act in their place.
- It is essential that unsuitable people do not enter the school workforce or gain access to our children.
- Children should continue to be protected when they are online and accessing remote learning online.

3. Designated Safeguarding lead (DSL) and Deputy DSL arrangements

The Designated Safeguarding Lead (DSL) or Deputy will be on the school site and will have as much time as needed to support children and staff regarding any new concerns as children return to school.

In the event, our DSL (or Deputy) cannot be in school, they can be contacted remotely by:

Portway: Gemma Hall: 07741632027 or gemma.hall@leadinglearningtrust.org

Selwyn: Helen Mawer: 07741906936 or helen.mawer@leadinglearningtrust.org

Where there is no Designated Safeguarding lead (DSL) or Deputy available on site (due to sickness or other circumstances beyond our control), a member of the Senior Leadership Team (SLT) will take responsibility for safeguarding and will inform all school staff and volunteers of this by email.

The Senior Leader will be responsible for:

- liaising with the off-site DSL (or deputy) where possible;

- identification of vulnerable children in school;
- updating and managing access to child protection files, where necessary;
- liaising with children's social workers where they need access to children in need and/or to carry out statutory assessments;

The Designated Safeguarding Lead (DSL) and Deputy (DSL) will keep up to date with safeguarding developments and training.

The Designated Safeguarding Lead (DSL) and Deputy will identify and monitor the attendance and wellbeing of vulnerable children.

4. Reporting concerns

All staff and volunteers must continue to report any concerns to the Designated Safeguarding Lead (DSL) or Deputy (or Senior Leader taking responsibility) immediately if they have concerns about a child. It remains vitally important to do this, both for children that are attending school and those not attending for any reason including self-isolation or anxiety.

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

5. Safeguarding children

Staff and volunteers are aware that this difficult time has potentially put all children at greater risk of physical and emotional harm. Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health and wellbeing that are also safeguarding concerns, and act on those concerns immediately in line with the procedures set out in the school Child Protection and Safeguarding Policy.

For children not able to attend school for any reasons including self-isolation, or anxiety, staff will be alert for signs including:

- not completing assigned work or logging on to school systems;
- no contact from children, families or carers; and
- seeming more withdrawn during any class or video calls.

6. Mental Health and Wellbeing

We will continue to offer our current support for the mental health and wellbeing for all children at our schools. We will also signpost all children, families and staff to other resources offering good mental health and wellbeing support available at this time.

When setting expectations for children unable to attend school and accessing remote learning at home, staff will consider the potential impact of the current situation on both children's and adults' mental health and wellbeing.

7. Online safety

7.1 In school

Both schools will continue to have appropriate filtering and monitoring systems in place for online access. These will be regularly monitored by the IT team. The team can be contacted at any time on the central Trust IT Support email account that has been monitored throughout the pandemic: support@leadinglearningtrust.org.

7.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of conduct and IT Acceptable Use Policy.

As more children return it will be important that schools and colleges continue to provide a safe online environment for those who remain at home. Portway and Selwyn will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online using the school IT systems at home. The dedicated Trust IT team works closely with school leaders and is responsible for ensuring the safety of all IT arrangements. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the LLT code of conduct. Staff have been asked to respond to their agreement to the ICT Acceptable Use Agreement. The Trust holds all records of these Agreements.

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

When delivering virtual speech and language sessions and/or virtual lessons, especially where webcams are used, staff will:

- ensure that they wear suitable clothing;
- use professional and appropriate language;
- only use the Google platform to communicate with pupils; and
- record the length, time, date and attendance of any sessions held.

Staff will also request that children being taught in a virtual lesson, and any other household members whose images may be captured by the webcam technology in use:

- wear suitable clothing; and
- use and appropriate language.

We will make sure all our children whether learning in school or accessing remote learning online at home, know how to report any concerns they have back to our school, and signpost them to other sources of support. As well as reporting routes back to the school this should also signpost children to age appropriate practical support including:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content

- CEOP - for advice on making a report about online abuse

Staff are aware that children are vulnerable to being bullied or groomed for abuse or radicalisation online. 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.

8. Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about that are not able to attend school due to self-isolation or anxiety. School staff will be encouraged to maintain contact with those children unable to attend school and speak directly to children in circumstances where:

- They would usually attend school but are self-isolating or are anxious about returning to school; and
- Children attending off-site alternative provision

There are a small number of children about whom the schools and/or social workers have particular concerns. These children have a specific contact plan which details:

- How frequently the school will make contact.
- The name of the staff member(s) will make contact – as far as possible, this will be staff who know the child and family well.
- How staff will make contact – this will be over the phone, doorstep visits, or a combination of both.

We have agreed these plans with children's social care where relevant and will review them in line with any changes to the individuals' situation.

If we are unable to make contact, we will follow our usual child protection procedures and seek the support of other agencies such as Newham social care and or the police.

Working with other agencies

We will continue to work with children's social care, and with Virtual School Heads for Looked-After (LAC) and Previously Looked-After Children (PLAC).

We will continue to update this Addendum to our Child Protection and Safeguarding Policy regularly and where necessary, to reflect any updated guidance from:

- The Newham Local Safeguarding Children Partnership, and
- The Local Authority with regards to children with education, health and care (EHC) plans, the Local Authority Designated Officer (LADO), children's social care, reporting mechanisms, referral thresholds and children in need (CiN).

9. School Attendance

Our children will be returning to school for the Autumn term and we will be completing required attendance registers and following our usual procedures to follow up on non-school attendance. It is parents' and carers' duty to secure regular attendance for their child(ren) at school. We expect all children to attend school every day unless they are unwell or self-isolating.

We will:

- communicate with parents and children to encourage their return to school and will provide reassurance about the measures taken within school to minimise the risks;
- immediately follow up on any absence with parents or carers;
- notify their social worker, where they have one; and
- liaise with the school nursing service as appropriate.

In the event of poor or non- school attendance we have the availability to issue sanctions, including fixed penalty notices in line with the Local Authority code of conduct.

11. Working in Partnership with Parents and Carers

We will communicate with parents and carers to:

- ensure all information is kept up to date and available on the school website and via Parentmail;
- ask if there are any changes regarding the welfare, health and wellbeing that the school should be aware of before a child returns to school;
- be aware of the potential risks to children online and the importance of staying safe online;
- know what each school is asking children to do online, including what sites they will be using and who they will be interacting with from school;
- be aware that they should only use reputable online companies or tutors if they wish to supplement the remote teaching and resources our school provides; and
- know where else they can go for support to keep their children safe online.

12. Staff recruitment, training and induction

12.1 Safer recruitment

We remain committed to robust safer recruitment procedures, so that adults and volunteers who work in our schools are safe to work with children. We will continue to follow our safer recruitment procedures, as set out in Keeping Children Safe in Education 2020.

There is an expectation that staff will return to school in September 2020 and any new staff must present their original identity verification documents when they first attend work at our schools.

We will continue to do our usual checks on new volunteers and complete risk assessments to decide whether volunteers who aren't in regulated activity should have an enhanced DBS check, in accordance with Keeping Children Safe in Education 2020.

We will keep our Trust Single Central Record up to date.

12.2 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:

- Safeguarding induction / training
- A copy of our Child Protection and Safeguarding Policy (including Covid-19 addendum)
- Keeping Children Safe in Education Part 1 (2020)

- Confirmation of Designated Safeguarding Lead and Deputy arrangements (part of our Policy)

12.3 Concerns about a staff member or volunteer

We will continue to follow the procedures as set out in Keeping Children Safe in Education 2020. Staff should continue to act on any concerns they have about a member of staff or volunteer immediately – whether those concerns are about staff/volunteers working on site, working remotely or providing access to remote learning.

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 COVID-19 in line with government guidance.

13. Monitoring arrangements

This policy will be reviewed as guidance from the three local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks by Gemma Hall (Portway DSL). At every review, it will be approved by the Trust Board.

14. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- School Behaviour Policy
- Staff Code of Conduct
- Staff Handbook
- IT acceptable use policy
- Health and safety policy
- Health and safety Risk Assessment
- Online safety policy
- Whistleblowing Policy