

# Lee-on-the-Solent Junior School

## Safeguarding Appendix – COVID 19



Review Date:

June 2021

Signed by Chair of Governors:

Signed by Headteacher:

## **Child Protection/Safeguarding Policies – COVID 19 APPENDIX**

### **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

Lee-on-the-Solent Junior School has effective child protection and safeguarding policies in place however they may or may not accurately reflect new arrangements in response to COVID-19, which can constantly change over time.

This addendum of the Lee-on-the-Solent Junior School Safeguarding and Child Protection policies contains details of our individual safeguarding arrangements in the following areas:

1. Child Protection
2. Designated Safeguarding Lead
6. Children moving Schools
8. Safer recruitment/volunteers and movement of staff
5. Mental Health
9. Online safety in schools
10. Children and online safety away from school and college
11. Supporting children not in school
12. Supporting children in school
13. Peer on Peer Abuse

### **1.0 Child Protection Policy (COVID-19)**

- The Headteacher will use any updated advice received from the local 3 safeguarding partners to formulate additional child protection procedures within this COVID-19 period.
- The Headteacher will use any updated advice received from local authorities regarding 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.
- Staff and volunteers should know what they should do if they have any concerns about a child during the COVID-19 period. The Headteacher should inform all staff on any changes to the known procedure, if there are any, and to inform all staff who the DSL is at any given time.

- The Headteacher should ensure all staff are aware of the continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns and how to do so.
- DSL (and deputy) arrangements for Lee-on-the-Solent Junior School during the COVID-19 period:
  - Duty DSL is Lynette Hobbs – [l.hobbs@losjunior.co.uk](mailto:l.hobbs@losjunior.co.uk) and is to be contacted in the first instance by phone, incidents and actions to be recorded using CPOMS as usual
  - Deputy DSL's are Lucy Faulkner and Hayley Winters
- The Headteacher should ensure that there is a continued importance for school staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children
- If any member of staff has concerns regarding peer on peer abuse, the DSL should be informed as soon as possible and the Headteacher should ensure the victims are supported by the school as stated in the principles as set out in part 5 of KCSIE.
- If staff and volunteers have concerns about a staff member or volunteer who may pose a safeguarding risk to children, staff should still apply the principles in part 4 of KCSIE and the school will respond to any such concerns in usual procedure.
- The Headteacher should identify those children who the school are concerned about but who do not meet the 'vulnerable' definition and make arrangements to support these children accordingly. Lee-on-the-Solent Junior School has created a register of children of which the DSLs make weekly contact this also includes the children given by Hampshire of who are vulnerable.
- All children eligible for a free school lunch will receive vouchers or food parcels as appropriate
- The Headteacher should ensure there are arrangements in place to keep children not physically attending the school safe, especially online. Lee-on-the-Solent Junior School should ensure parents and families are reminded of online safety throughout the COVID\_19 period. All e-safety resources are set out on the website.

## 2.0 Designated Safeguarding Lead (COVID-19)

The optimal scenario for any school providing care for children during the COVID-19 period is to have a trained DSL or Deputy available, as stated in section 1.0. Lee-on-the-Solent Junior School will ensure the following:

- A trained DSL or Deputy from Lee-on-the-Solent Junior School will be available to be contacted via phone or online video - for example working from home and the contact details distributed to all staff.
- Senior leaders, especially DSLs (and deputies) know who their most vulnerable children are and have the flexibility to offer a school place to those on the edges of receiving children's social care support.

- Lee-on-the-Solent Junior School staff will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

### 3.0 Children moving schools

It will be important for any school whose children are attending another setting to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information. This will be especially important where children are vulnerable.

For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them. As a minimum the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is). This should ideally happen before a child arrives and, where that is not possible as soon as reasonably practicable. Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case senior leaders should take responsibility.

Whilst schools must continue to have appropriate regard to data protection and GDPR they should not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

### 4.0 Safer recruitment/volunteers and movement of staff

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. If Lee-on-the-Solent Junior School is recruiting new staff, they should continue to follow the relevant safer recruitment processes for their setting, including, as appropriate, relevant sections in part 3 of KCSIE. In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

Lee-on-the-Solent Junior School has dramatically reduced the number of volunteers and visitors allowed into the building during the COVID-19 period, however if Lee-on-the-Solent Junior School utilises volunteers, the school should continue to follow the checking and risk assessment process as set out in paragraphs 167 to 172 of KCSIE. Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

Regarding members of the school workforce already engaging in regulated activity and who already have the appropriate DBS check, there is no expectation that a new DBS check should be obtained where that member of the workforce temporarily moves to another school or college to support the care of children. The type of

setting on the DBS check, for example a specific category of school, is not a barrier. The same principle applies if childcare workers move to work temporarily in a school setting. The receiving institution should risk assess as they would for a volunteer (see above). Whilst the onus remains on schools and colleges to satisfy themselves that someone in their setting has had the required checks, including as required those set out in part 3 of KCSIE, in the above scenario this can be achieved, if the receiving institution chooses to, via seeking assurance from the current employer rather than requiring new checks.

Lee-on-the-Solent Junior School will continue to follow its legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of KCSIE.

Lee-on-the-Solent Junior School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk). All referrals received by the TRA will continue to be considered. Where referrals on serious safeguarding matters are received and it is deemed that there is a public interest in doing so, consideration will be given as to whether an interim prohibition order (IPO) should be put in place. The TRA will continue to progress all cases but will not schedule any hearings at the current time.

Whilst acknowledging the challenge of the current environment, it is essential from a safeguarding perspective that Lee-on-the-Solent Junior School is aware, on any given day, which staff/volunteers will be in the school building, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, Lee-on-the-Solent Junior School will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in KCSIE.

The SCR can, if a school or college chooses, provide the means to log everyone that will be working or volunteering in a school or college on any given day, including any staff who may be on loan from other institutions. The SCR can also, if a school or college chooses, be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

## 5.0 Mental health

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils, their parents and staff. Teachers should be aware of this in setting expectations of pupils' work where they are at home. The department for education is providing separate guidance on providing education remotely, which Lee-on-the-Solent Junior School will follow.

As Lee-on-the-Solent Junior School is providing care for children of critical workers and vulnerable children on site, Lee-on-the-Solent Junior School will ensure appropriate support is in place for these children and families.

Support for pupils and families in the current circumstances will include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services.

## 6.0 Online safety

### 6.1 Online safety in schools

It will be more important than ever that Lee-on-the-Solent Junior School provides a safe environment, including online. Lee-on-the-Solent Junior School will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online on the school building. Lee-on-the-Solent Junior School and its Senior Leaders will ensure regular contact with Drift IT and Hampshire IT to maintain technical knowledge and safe IT arrangements are in place. Lee-on-the-Solent Junior School will also consider what the contingency arrangements are if its IT staff become unavailable and this will be risk assessed accordingly.

The UK Council for Internet Safety provides information to help governing boards and proprietors assure themselves that any new arrangements continue to effectively safeguard children online.

The UK Safer Internet Centre's professional online safety helpline also provides support for the children's workforce with any online safety issues they face. Local authorities may also be able to provide support.

### 6.2 Children and online safety away from school

Lee-on-the-Solent Junior School will be doing all it reasonably can to keep all of its children safe. In most cases, the majority of children will not be physically attending the school. 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.

The department for education is providing separate guidance on providing education remotely. It will set out 4 key areas that leaders should consider as part of any remote learning strategy. This includes the use of technology. Recently published guidance from the UK Safer Internet Centre on safe remote learning and from the London Grid for Learning on the use of videos and livestreaming could help plan online lessons and/or activities and plan them safely.

Lee-on-the-Solent Junior School will consider the safety of their children when they are asked to work online. The starting point for online teaching should be that the same principles as set out in the school's Code of Conduct for Staff, acceptable use of technologies, staff pupil/student relationships and communication including the use of social media. The policy should apply equally to any existing or new online and distance learning arrangements which are introduced.

Lee-on-the-Solent Junior School, as much as is reasonably possible, will consider if its existing policies adequately reflect the new reality of so many children (and in some cases staff) working remotely online. As with the child protection/safeguarding policies, in some cases an annex/addendum summarising key COVID-19 related changes may be more effective than re-writing/re-issuing the whole policy.

In some areas schools may be able to seek support from their local authority when planning online lessons/activities and considering online safety.

Lee-on-the-Solent Junior School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. As well as reporting routes back to Lee-on-the-Solent Junior School, the school will also signpost children to age appropriate practical support from the likes of:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

Lee-on-the-Solent Junior School will be in regular contact with parents and carers. Those communications that the school sends out should be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the school (if anyone) their child is going to be interacting with online.

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In their communications with parents and carers, Lee-on-the-Solent Junior School will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online includes:

- Internet matters - for support for parents and carers to keep their children safe online
- Net-aware - for support for parents and carers from the NSPCC
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers

Lee-on-the-Solent Junior School will share this support with parents and carers.