



COVID-19 Addendum

Arrangements for Safeguarding and
Child Protection at
Bishop Bronescombe C of E School

Autumn 2020

Revised October 26th 2020 version 2

Key Contacts

Role	Name	Contact Info
Designated Safeguarding Lead	Debbie Carmichael	Debbie.carmichael@celticcross.education
Deputy Designated Safeguarding Lead	Rebecca Jane Rachel Moseley Terri-Anne Old Tom Hobbs	Rebecca.jane@celticcross.education Rachel.moseley@celticcross.education Terri-anne.old@celticcross.education Tom.hobbs@celticcross.education
Chair of School Monitoring Council	Simon Hill (BB)	Simon.hill@celticcross.education
Chair of Directors	Peter Wootton	Peter.wootton@celticcross.education
Safeguarding Trustee	Mark Jewels	Mark.jewels@celticcross.education

Context

This addendum applies from the start of the autumn term 2020 and reflects updated advice from our 3 local safeguarding partners, the OSCP Board and the local authority, Cornwall Council. This is the second version of the addendum for the Autumn term and reflects the updated guidance shared on 21st October 2020.

It sets out changes to our normal child protection policy (Sep 2020), in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, the CCE child protection policy continues to apply.

This addendum remains subject to change, in response to any new or updated guidance the government may publish. We will keep it under review as set out below.

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 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
- On the edge of receiving support from children's social care services
- Those who are adopted
- CCE pupils missing from education
- Living in temporary accommodation
- Young carers
- Those considered vulnerable by the school

Our Safeguarding Principles

We follow the statutory safeguarding guidance, [Keeping Children Safe in Education2020](#). 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 (DDSL) should be available at all times
- 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 or Disclosures

All staff and volunteers must continue to act on any concerns they have about a child immediately. It is vitally important to do this, both for children at school and those at home. Active use of My Concern/CPOMs allows our school to report concerns promptly and in detail. If a concern is urgent, colleagues should report the incident directly to a DSL or DDSL in person, or by phone. Every concern or disclosure should be reported immediately and always before the end of a school day. As a reminder, all staff should continue to work with, and support, children's social workers to help protect vulnerable children.

DSL and DDSL 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 document.

If our DSL can't be on site, they can be contacted remotely on Teams or by requesting a personal contact number via the school secretary.

On the very rare occasion where there is no DSL or Deputy on site, Tamsin Parry can be contacted at the central office- 01208 590150. A senior leader will take

responsibility for co-ordinating safeguarding during this time and will liaise with appropriate colleagues. The senior leader will be responsible for liaising with our off-site DSL/Deputy or Tamsin Parry to make sure they can:

- Identify the most vulnerable children in school
- Update and manage access to child protection files through My Concern and CPOMS
- Liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments
- Discuss where/when immediate referrals are needed and how, or if, parents/carers should be contacted
- Provide general advice and direction for staff who have any concerns relating to safeguarding

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:

- The OSCP
- The Department for Education
- The local authority regarding children with education, health and care plans (EHCPs)
- The local authority designated officer
- Children's social care, adhering to reporting mechanisms and referral thresholds

Additional information relating to the OSCP can be found here:

<https://ciossafeguarding.org.uk/scp/p/our-partnership/our-safeguarding-children-partnership-oscip-introduction>

Monitoring Attendance

We will continue to take our attendance register, in the knowledge that attendance is mandatory in school. We will continue to 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 or isolation, is unable to attend because of clinical and/or public health advice, is absent for a necessary religious observance).

When a child is absent from school without valid reason, or stops attending, we will:

- In the first instance, follow up on their absence with their parent/carer using primary and secondary contact details we have on file for the pupil to seek a reason for their absence.

- Conduct a home visit if no one can be contacted, to check the wellbeing and safety of the child and family. Social distancing should be maintained during door step visits; staff should request to see, and talk to, pupils.
- If the child/family is supported by a social worker, we will notify them of the non-reported absence and the difficulty the school have encountered in contacting the carer.

We have ongoing protocols in place with parents and carers to ensure that we have up-to-date emergency contact details and additional contact details of extended family/ trusted adults.

Where a pupil is unable to attend school because they are complying with clinical or public health advice, the school will offer access to remote education and monitoring of engagement will take place. Absence will not be penalised for those following clinical or public health advice.

Peer on peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education, and the CCE peer on peer abuse policy, when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately; this includes consideration for both children attending school and those at home. Contact will be made with the school's DSL who will investigate and, where necessary, apply the procedures of the policy to any reported incidents.

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; this includes the addition of transferrable risk.

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 use the local LADO and 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.

Supply teachers may be engaged to provide teaching within our school. To help minimise contact and distance with pupils, the school reminds teachers that they should maintain 2m distance in the classroom; limit amount of time spend within 2m; avoid face to face conversations / sit side by side to children and ensure they regularly hand wash / sanitise. Records are kept of all those that enter the school, with sufficient detail, so that track and trace can be implemented effectively. This also applies to those providing club provision or coaching for our school.

Wrap Around Care & After School Provision

Wraparound provision, in form of breakfast and afterschool club is provided for pupils of the school only. No external organisations have access to the school grounds, or facilities, and children are grouped in phase bubbles to minimise any potential transmission. All school policies apply to breakfast club and after school club provision and staff should follow procedures set out in documents such as: the child protection policy (and this addendum), the health and safety policy, Prevent advice and whistleblowing procedures, for example. Those who staff wraparound provision will also follow established reporting procedures, i.e.: for instances such as safeguarding disclosures or accidents requiring first aid.

Risk Assessments for vulnerable pupils

We have updated ongoing risk assessments for vulnerable pupils; these continue for pupils who are not attending school and are at home.

Each risk assessment sets out:

- How often the school will make contact; (this will be at least once a week)
- Who and how staff will make contact (in most cases, this will be via phone)
- A brief summary of each exchange will be added to CPOMS/My Concern
- If any concerns arise, or disclosures are made, a clear action plan will be recorded which sets out how the family/child will be supported and how risk will be addressed.
- Any resulting referrals or exchanges with external agencies will be recorded on the electronic safeguarding system

We have agreed these plans with children's social care, where relevant, and will continue to review them, as required.

If we can't make contact with the family, we will report our concerns to Social Care and, where they are not contactable, the police.

Safeguarding all CCE Pupils

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns. They will act on concerns immediately, in line with the procedures set out above.

Children in School

The DSL (or deputy) and their safeguarding team will continue to work with parents and carers where there have been changes in welfare circumstances and/or a child's or family's situation. Parent Support Advisors (PSAs), Trauma Informed School (TIS) practitioners and other external professionals may be involved in gathering relevant information to support identified pupils. We recognise that school nursing also contribute to pupil wellbeing. Ongoing, or newly established, support through this service will be well supported by the school.

The DSL and DDSL will be given time to support staff, children and referrals. Staff remain alert to existing and new safeguarding concerns.

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 agreed, call from withheld numbers on other devices.

Staff and volunteers will continue to look out for signs like:

- Not completing assigned remote learning or logging on to school systems
- Little or no contact from children or families
- Pupils seeming more withdrawn during calls or class check-ins

Online Safety (in school)

Appropriate filtering and monitoring systems will remain in place within school. If IT staff are unavailable, Gary Standing and Andrew Manning can be contacted. Staff should call Unit 15 to gain relevant contact details.

A whole school approach to e-safety is reflected within the curriculum and staff and pupils are aware of appropriate remote learning protocols.

Online Safety (outside school)

Where staff are interacting with children online, and this has been agreed, they will continue to follow our existing code of conduct, IT acceptable use policy, digital safeguarding policy, remote learning policy and associated safeguarding protocols. A date, time and summary of any 1:1 contact should be recorded on CPOMS. Another member of staff should be present in such instances, but out of view of the pupil on screen.

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
- 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

The above will be communicated via ClassDojo and the school newsletter. Where concerns have been raised, contact will be made directly with the parent/carers to advise them.

Mental health & children returning to school

The mental health of pupils remains a priority in school and we recognise that the pandemic may have a lasting effect on pupils' wellbeing. Staff will continue to be

alert to behavioural signs, including: pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Any such concerns should be raised with the school's safeguarding team who will deal with each circumstance accordingly. This may include support for pupils through TIS or referrals to external agencies.

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 the mental health of parents and pupils.

Staff and volunteers will be alert to mental health concerns in children who are at home and act on these immediately.

Remote Education

We will endeavor to provide the best remote package of support for all pupils, including those with special educational needs (SEN). We will continue to work collaboratively with families providing reasonable adjustments so that pupils with SEND can successfully access remote education alongside their peers.

Where vulnerable pupils are self-isolating, risk assessments will be re-instated; these will outline how the family and child will be supported, contacted and facilitated to engage with remote education. For families with a social worker, we will notify them immediately and establish the best way to continue support and an ongoing working relationship between them and the family.

Staff & 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. In line with our risk assessments, there are no volunteers within our school (with the exception of the established School Chaplain), just staff within established bubbles.

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 & Training

We will ensure that all 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 addendum will be reviewed as guidance from the 3 local safeguarding partners, the OSCP, the LA or the Department for Education is updated. It will also reflect any updates from the DfE. At every review, it will be approved by the Board of Directors.

Risk of Exclusion

In line with guidance, we endeavour to, as far as possible, refrain from permanently excluding any pupil with an EHC plan or a looked-after child. The school will contact a social worker immediately if any pupil with an assigned worker is at risk of exclusion. Virtual School Head's should be contacted for LAC.

We have arrangements in place to support the attendance and engagement of pupils; this considers additional support for children in our care, as set out in Annex B of the Guidance for Full School Reopening- (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>).

Policies

Relevant policies have been adapted to consider the revised expectations of staff and pupils in our current circumstance. For example, our school's behaviour policy has been adapted to set out established rules and consequences with consideration of the individual needs of some pupils.

Links to other policies

This policy links to the following policies and procedures:

- Keeping Children Safe in Education 2020
- The CCE safeguarding & child protection policy
- The CCE staff code of conduct
- The CCE IT acceptable use policy
- The CCE digital safeguarding policy
- The CCE peer on peer abuse policy
- The CCE health and safety policy
- The CCE online safety policy
- The CCE remote learning policy

- The CCE whistleblowing policy
- The CCE SEND policy
- The CCE Exclusions policy
- The CCE medical needs & pupil wellbeing policy
- The CCE technical security policy
- The virtual meetings policy
- The school's behaviour policy

Each of these policies can be found on the Trust's SharePoint system.