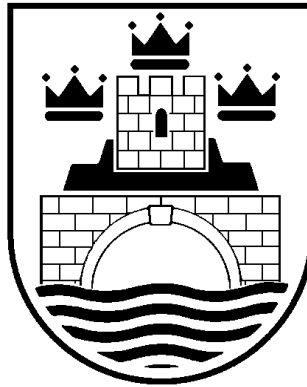


**“Learning and achieving together in a caring community”**  
**‘Do to others what you want them to do to you’ Matthew 7:12**

**Ann Edwards Church of England  
Primary School**



## **Child Protection Policy – Covid19 Addendum**

**February 2021 v2**

Links to other policies / To be read in conjunction with:

Child Protection Policy  
Staff Acceptable Use Policy  
Health and Safety Policy

Reviewed & Ratified: February 2021  
Next review: September 2021  
Governing Body: Full Governing Body

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Ian Moore	head@annedwardsprimary.co.uk
Deputy DSL	Gemma Lund	glund@annedwardsprimary.co.uk
Deputy DSL	Faye Sheldon	fsheldon@annedwardsprimary.co.uk
Deputy DSL	Jo Jones	jjones@annedwardsprimary.co.uk
Deputy DSL (Afterschool Club)	Mel Holling	mholling@annedwardsprimary.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Kevin Parker (School Business Manager)	kparker@annedwardsprimary.co.uk
Headteacher	Ian Moore	head@annedwardsprimary.co.uk
Chair of governors	Heather Messenger	chair@annedwardsprimary.co.uk
Safeguarding governor	Claire Broadhursts	cbroadhurst@annedwardsprimary.co.uk

## 1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our local safeguarding partners.

It sets out changes to our normal child protection policy in light of coronavirus and the national lockdown currently in place, 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 or our local safeguarding partners may publish. We will keep it under review as set out in section 15 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 the attendance restrictions during national lockdown, or if they need to self-isolate when they would otherwise still be attending.

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

## 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.

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.

We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Kevin Parker (School Business Manager).

The senior leader will be responsible for liaising with the 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 3 local safeguarding partners.

The following guidance is currently in place:

## **6. Monitoring attendance**

We will continue to take our attendance register. We will follow guidance from the Department for Education on how to record attendance (including for pupils learning remotely) and what data to submit.

During the national lockdown, only vulnerable children and children of critical workers will attend school in person. Where any child we expect to attend school doesn't attend, or stops attending, we will:

- Follow up on their absence with their parents or carers via our normal processes.
- Notify their social worker, where they have one

We will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible via the key worker/vulnerable child form they filled out when requesting a place in lockdown school.

## **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 all children**

### **9.1 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. They will act on concerns immediately in line with the procedures set out in section 3 above.

### **9.2 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

### **9.3 Class Dojo, Purple Mash and Microsoft Teams**

- › We have restricted pupil and parent access across all platforms where possible.
- › We are aware of the children that don't have consent to have their photos taken and monitor this on a daily basis. Pictures of other children can only be posted on the main school page or their specific class page by Class Teachers/SLT.
- › To access all platforms, you require either a school based email address and password or have been given a unique login to use.
- › Any inappropriate photos that are uploaded by the pupil, will be deleted.
- › We have got a specific Microsoft Teams code of conduct – please see appendix 1.

## **10. Online safety**

### **10.1 In school**

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

If our IT Manager is unavailable, our next point of contact is Mr Parker (School Business Manager) and Mr Vaughan (IT Subject Lead).

### **10.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing acceptable use policy.

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.

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.

### **10.3 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

## **11. Mental health**

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact either Mr Moore (Headteacher) or Mrs Jones (Family Liaison Officer). The school will make sure pupils, parents and carers are aware of this.

### **11.1 Children in school**

Staff and volunteers will be aware of the possible effects that this period may have 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.

### **11.2 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 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

## **12. 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.

## **13. 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.

## Appendix 1

### **Microsoft Teams – Code of Conduct**

While engaging in live Microsoft Teams sessions, the school will ensure that:

- the safe, recommended Teams platform is used
- ensure that they are professionally dressed and broadcasting from an appropriate location at home or school with an appropriate background
- only secure pupil @annedwardsprimary.co.uk email addresses are used
- two members of staff are always present during the session
- a register of participants is taken to help measure different forms of engagement
- (a member of staff monitors the chat function throughout, modelling proper use and addressing any breaches of behaviour expectations promptly and positively)
- any safeguarding concerns are raised with the designated safeguarding lead or deputy safeguarding lead in accordance with our Safeguarding and Child Protection Policy

While engaging in live Microsoft Teams sessions, all pupils are required to:

- speak politely when the teacher activates their microphone to hear a contribution
- join in with the activities with a good attitude
- (use the chat function as directed by the teacher, eg not using it in a certain session or, when in use, remaining on-topic, courteous and polite to all others)

**One conduct reminder will be given. Should any breach in our expectations continue, the child will not be invited to future check-ins**

While engaging in live sessions, all parents/cares will:

- ensure their child is familiar with this code of conduct
- follow-up any praise or concerns shared by the teacher following the session
- comment or pass judgement on the session or the teacher's perceived ability, demeanour or conduct only if they are concerned that member of staff has breached the school's code of conduct or Safeguarding Policy, at which point they would contact the head teacher directly
- Be fully and appropriately dressed if on camera. ie not in pyjamas

**If you have any questions, regarding any of the above, please contact Mr Parker (School Business Manager) via [kparker@annedwardsprimary.co.uk](mailto:kparker@annedwardsprimary.co.uk)**