



The Colleton Primary School

Colleton Drive
Twyford
Berkshire
RG10 0AX

T (0118) 934 0530

F (0118) 934 4641

E admin@colleton.wokingham.sch.uk

www.colleton.wokingham.sch.uk

Child protection and safeguarding: COVID-19 addendum

Colleton DSL	Michelle Law	07894 074725
	Vanessa Neale	07785182121
	Gillian Trinh-Frost	07411 783872

Approved by:	Full Governing Body	Date: June 2021
---------------------	---------------------	------------------------

Last reviewed on:	23 rd June 2021
--------------------------	----------------------------

Next review due by:	June 2022
----------------------------	-----------

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our local safeguarding partners and WBC.

It sets out changes to our normal child protection policy in light of the Department for Education's guidance [Coronavirus: safeguarding in schools, colleges and other providers](#), and should be read in conjunction with that policy.

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

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

- Have a social worker
- With a child protection plan
- Assessed as being in need
- Looked after by the local authority
- Have an education, health and care (EHC) plan

2. Core safeguarding principles

We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).

Although we are operating in a different way to normal, we are still following these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should continue to act on it immediately
- A designated safeguarding lead (DSL) or deputies 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
- Teaching staff must monitor and track children's engagement with remote learning and flag any concerns

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 still attending school and those at home.

Staff will 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 at Colleton during the school day. The DSL in school will be on the rota –Michelle Law, Vanessa Neale or Gillian Trinh-Frost. DSL not on rota will be contactable remotely and respond appropriately to support with any safeguarding issues.

5. Working with other agencies

We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We will continue to update this addendum where necessary, to reflect any updated guidance we are given by the Safeguarding board or WBC.

6. Monitoring attendance

Where any child we expect to attend school during the closure doesn't attend we will:

- Follow up on their absence with their parents or carers by 10.00am
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending 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 or volunteer

We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.

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 the COVID-19 period, in line with government guidance.

9. Support for children who aren't 'vulnerable' but where we have concerns

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this. If parents choose to keep the children at home Michelle Law & Vanessa Neale will remain in contact with these families by phone or e.mail and keep a log of any contact made.

10. Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

- They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or
- They would usually attend but have to self-isolate

A contact plan is in place and weekly conversations and e-mails are kept in the Corona Folder or in the child's files.

Risk assessments have been completed for WBC for these children and are kept on file.

Any concerns will be followed up in the usual way – Social worker, social services or the police.

11. 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.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- Not attending drop in sessions or live lessons
- No contact from children or families

12. Online safety

12.1 In school

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

Additional support if needed will be from support@watermansolutions.co.uk

12.2 Outside school

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.

12.3 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, 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 remote teaching and resources our school provides
- Know where else they can go for support to keep their children safe online

Additional advice will be sent out in regular Colleton Briefings to families.

13. Mental health

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time through our daily briefings and through our Family and Pastoral Support worker.

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.

14. Staff recruitment, training and induction

14.1 Recruiting new staff and volunteers

Recruitment will be carried out in line with Safer Recruitment procedures and recommendations

Candidates will be offered the option of a virtual or on site (socially distanced) interview depending on current restrictions and risk assessment.

Any candidates will be escorted by a member of staff

All new members of staff will be given the usual induction and a 'buddy' to support them with general questions about their role.

14.2 Keeping records of who's on site

Registers will list which teaching staff are within that bubble each day

Any external visitors to bubbles will be planned in advance and a log kept on the register of that bubble

Track and Trace sign in sheets will serve as a record for other visitors in school ie contractors.

We will continue to keep our single central record up to date.

Risk assessments are done by each school.

16. Monitoring arrangements

This policy will be reviewed if further guidance is given from Dfe or local or national circumstances change.

17. Links with other policies

This policy links to the following policies and procedures:

- Prevent policy
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- E- safety policy