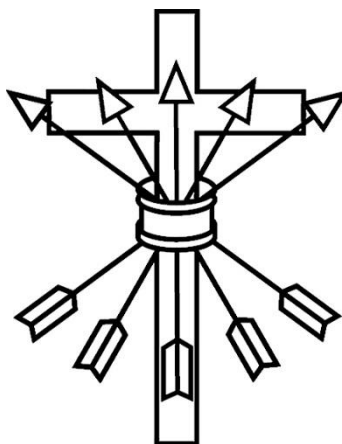


# WADDES DON CHURCH OF ENGLAND SCHOOL



## SAFEGUARDING & CHILD PROTECTION POLICY ADDENDUM

<b>STATUS OF POLICY:</b>	Statutory Policy
<b>BASED ON LA PROCEDURE DATED:</b>	Adopted NGA model policy Jan 2021
<b>COMMITTEE RESPONSIBLE:</b>	CSWB
<b>GOVERNING BODY APPROVAL:</b>	10.02.21
<b>REVIEW DATE:</b>	Summer Term 2021

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	James Sturla	01296 651382 jsturla001@waddesdonschool.com
Additional DSL (ADSL)	Annalies Mclver Rachel Branton	amciver1@waddesdonschool.com rbranton@waddesdonschool.com
Designated member of senior leadership team if DSL (and ADSL) can't be on site	M Matthew Abbott T Sam Jones W Rachel Branton TH Annalies Mclver F James Sturla	M mabbott1@waddesdonschool.com T sjones5@waddesdonschool.com W rbranton@waddesdonschool.com TH amciver1@waddesdonschool.com F jsturla001@waddesdonschool.com
Headteacher	Matthew Abbott	01296 651382 mabbott1@waddesdonschool.com
Local authority designated officer (LADO)	Brindha Emmanuel	<a href="mailto:secure-LADO@buckinghamshire.gov.uk">secure-LADO@buckinghamshire.gov.uk</a> 01296 382070
Chair of Governors	Graham Parker	<a href="mailto:gparker@waddesdonschool.com">gparker@waddesdonschool.com</a>
Safeguarding Governor	Rex Stevens	<a href="mailto:rstevens@waddesdonschool.com">rstevens@waddesdonschool.com</a>
Deputy Safeguarding Governor	Stephen Starsmore	<a href="mailto:sstarsmore@waddesdonschool.com">sstarsmore@waddesdonschool.com</a>

### 1. Scope and definitions

This addendum applies from the start of the spring term 2021. It reflects the latest advice from our 3 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
- Have been identified as otherwise vulnerable by our school or LA, for example those who are:
  - On the edge of receiving support from children’s social care services or in the process of being referred
  - Adopted or on a special guardianship order
  - At risk of becoming NEET (‘not in employment, education or training’)
  - Living in temporary accommodation
  - Young carers
  - Care leavers
  - Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
  - In need of support for their mental health

## **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.

All staff should continue to report concerns via Edukey.

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 ADSL) arrangements**

We aim to have a trained DSL or ADSL 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 ADSL) on any given day, and how to contact them.

On occasions where there is no DSL or ADSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Matthew Abbott or Sam Jones.

The senior leader will be responsible for liaising with the off-site DSL (or ADSL) 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:

### **Thames Valley Police**

*The law and government guidance relating to what you can and cannot do as a result of coronavirus (COVID-19) is constantly changing as we continue to respond to the pandemic.*

*Make sure you are up to date with the latest guidance at [gov.uk/coronavirus](https://www.gov.uk/coronavirus). The guidance will be different depending on which part of the UK you are visiting.*

*There remains a personal responsibility for everyone to reduce the spread of Coronavirus by adhering to the government legislation, following the public health guidance around social distancing and hygiene, as well as getting tested if you have symptoms and self-isolating when alerted.*

### ***What you can and cannot do:***

*From 5 January 2021, the whole of England was placed into a national lockdown to slow the spread of coronavirus.*

*[Find out what you can and cannot do during the national lockdown.](#)*

### ***Face coverings***

*To help control the spread of the virus it is now the law to wear a face covering on public transport and in most public indoor settings. A full list of when and where to wear to wear a face covering can be found on [Gov.uk](https://www.gov.uk). There are some exemptions to wearing a face covering, for example, for children under 11 or for people with certain disabilities. A [list of exemptions](#) can be found on the Government website.*

*The police can take measures if members of the public do not comply with this law without a valid exemption and transport operators can deny access to their public transport services if a passenger is not wearing a face covering or direct them to wear one or leave a service.*

*If necessary, we can use enforcement powers including issuing a fine of at least £200. More information on fines and the [enforcement of face coverings](#) can be found on the Government website.*

### **Business closures**

*To reduce social contact during the national lockdown, regulations require some businesses to close and impose restrictions on how some businesses provide goods and services.*

*[Find out which businesses are closed, and which businesses and services remain open.](#)*

### **Entering the UK**

*If you arrive in the UK from a country which there is no travel corridor arrangement with, you must self-isolate for 14 days.*

*The police and authorities like Public Health England are working together to make sure people follow the quarantine rules. There is no need for you to report a breach.*

### **What we are doing**

*We are patrolling and talking to people if we think they are doing something which is against the guidelines.*

*If there is a problem, we want to resolve it by communicating clearly and encouraging everyone to behave responsibly.*

*As a last resort we can enforce the coronavirus law. We have the power to:*

- disperse gatherings of seven or more people who aren't from the same household.*
- remove a person from a gathering to their home.*
- close any premises which are required to be closed under the legislation.*
- issue a fixed penalty notice of £200 (over 18s only)*
- issue a fixed penalty notice of £400 for second time offenders, doubling on each further repeat offence up to £6,400 (over 18s only)*
- issue a fixed penalty of £10,000 for holding or being involved in the holding of an unlawful gathering.*
- issue a fixed penalty of £1000 for failing to isolate after a positive test result, or after being informed to isolate by NHS track and trace following close contact with a positive individual.*

- *If someone does not pay their fixed penalty notice, they could go to court, where magistrates can impose an unlimited fine.*

### **Reporting a breach of the rules**

*Please make sure you've read and understood what you can and cannot do before you get in touch with us.*

*If you wish to report a suspected Coronavirus breach to us, please report online. Please only call 101 to tell us about Coronavirus breaches if you are unable to report online. If the threat is immediate or a crime is ongoing, please call 999.*

*Please be mindful that this is an extremely busy time. We ask you to trust that we will target the most problematic behaviour.*

### **Buckinghamshire CCG**

*For the latest national coronavirus advice, including information on symptoms, when people should stay at home and how to arrange testing, please go to [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus). This website also tells you how to download the NHS COVID-19 app.*

*For the latest guidance and support information about Coronavirus from Public Health England, go to [gov.uk/coronavirus](http://gov.uk/coronavirus).*

*NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.*

### **For information about COVID-19 vaccinations.**

*GP practices are open and providing advice and care to patients. But, due to the pandemic, the way you access services may be different at the moment – find out how by [clicking here](#).*

*Buckinghamshire Healthcare NHS Trust has information about changes to services at its hospitals (including Stoke Mandeville, Wycombe and Amersham) during the coronavirus pandemic.*

*You can find local information and advice on council services (including schools, social care, transport), and plans for managing any local outbreaks on the [Buckinghamshire Council website](#).*

*Advice for people at higher risk of coronavirus is available [here](#).*

*Guidance is also available on [face masks and coverings](#).*



## ***What to do if you think you have coronavirus***

*Do NOT leave your home if you think you have coronavirus.*

*You do not need to contact your GP if you think you have coronavirus.*

*You can click [here](#) to book a test or arrange one by calling 119. Please only book a test if you have coronavirus symptoms: a high temperature; a new, continuous cough; or a loss or change to your sense of smell or taste.*

*You can also use the online 111 coronavirus service to get advice and find out what to do. Please only call 111 if you cannot get help online or cannot handle your symptoms at home.*

## ***Babies and children***

*Call 111 for advice if you're worried about a baby or child. If they seem very unwell, are getting worse or you think there's something seriously wrong, call 999. Do not delay getting help if you're worried.*

*This useful guide can also help you decide which services to use and when if your child should become ill or injured.*

## ***Buckinghamshire Safeguarding Partnership***

### ***Coronavirus (COVID-19): guidance for local authorities on children's social care***

*Guidance for local safeguarding partnerships was published on 3 April, recognising that the challenging context means that partners will struggle to meet the full range of statutory duties relating to child protection, safeguarding and care at present.*

*Key points in the guidance include:*

- As far as possible, multi-agency conferences should go ahead, using communication technology where appropriate.*
- The duty to provide a notification of all serious child safeguarding incidents within the current timescales (5 working days) remains; however, statutory safeguarding partners should follow local protocols relating to the identification, notification and reviewing of all serious incidents.*
- Having a 15-day target for undertaking and reporting a rapid review may not be achievable if partners cannot be drawn together or where other operational demands*

*prevent this. Local safeguarding partnerships should make decisions locally on how quickly they can undertake a rapid review in the current circumstances.*

- *Undertaking more in-depth Child Safeguarding Practice Reviews within 6 months may not be possible at the moment.*

*The full guidance is available: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-childrens-social-care-services/coronavirus-covid-19-guidance-for-local-authorities-on-childrens-social-care>*

## **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.
- 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.

## **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. Contact plans**

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where the child is at home.

Each child has an individual plan, which sets out:

- How often the school will make contact – this will be at least once a week.
- Which staff member(s) will make contact – as far as possible, this will be staff who know the 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 termly.

If we can't make contact, we will contact social care or the police.

## **10. Safeguarding all children**

### **10.1 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.

## **10.2 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

## **11. Online safety**

### **11.1 In school**

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

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT 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 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.

### **11.3 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.

## **12. Mental health**

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact the main office and their concern will be directed to the appropriate member of staff. The school will make sure pupils, parents and carers are aware of this.

### **12.1 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.

### **12.2 Children at home**

Where possible, we will continue to offer our current support for pupil mental health for all pupils. This includes our school counselling services and Learning Support Assistance.

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.

## **13. 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.

#### **14. 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.

#### **15. Monitoring arrangements**

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every 3-4 weeks by the Safeguarding Team.

#### **16. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy