



Child Protection and Safeguarding Policy

Child protection and safeguarding: COVID-19 addendum

Addendum Published	September 2020	Designated Safeguarding Lead
Policy Approved	24 September 2020	Governors

Dunstable Icknield Lower School is committed to safeguarding and promoting the welfare of children and young people.

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Faye Law	01582 663709 faye.Law@icknielower.bedssch.co.uk
Deputy DSLs	Glynn Stirling	01582 663709 glynn.stirling@icknielower.bedssch.co.uk
	Lorraine Arthur	01582 663709 lorraine.arthur@icknielower.bedssch.co.uk
	Joanna Beswetherick	01582 663709 joanna.beswetherick@icknielower.bedssch.co.uk
Designated member of senior leadership team if DSL (and deputy) can't be on site	Glynn Stirling and Faye Law	Faye Law – 07804 595958 Glynn Stirling – 07932 332284
Headteacher	Glynn Stirling	01582 663709 Glynn.stirling@icknielower.bedssch.co.uk
Local authority designated officer (LADO)	Central Beds Designated Officer/ Allegations Manager (Laura Park)	0300 300 5026 / 0300 300 8142
Chair of governors	Rowena Harrison	01582 663709 Chairofgovernors@icknielower.bedssch.co.uk

1. Scope and definitions

This addendum applies during the period of school disruption due to COVID-19 and reflects updated advice from our 3 local safeguarding partners, ELFT (East London Foundation Trust), Bedfordshire Police and the local authority (LA) Central Bedfordshire Council.

It sets out changes to our normal child protection policy in light of the Department for Education's *Guidance for Full Opening (Schools)* 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, including children:
 - 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, September 2020](#).

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 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.

Staff should continue to download the DILS Concern Form and complete their report of any concerns on this. This can be emailed to a member of the safeguarding Team.

Volunteers should write down their concern and pass it to a member of the School's safeguarding Team.

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 of the important contacts are listed in the 'Important contacts' section at the start of this addendum.

- In the event there is no DSL onsite due to illness and/or self-isolation due to Covid-19 symptoms, Faye Law and Glynn Stirling will be available 'on call'. See 'Important contacts' table at the top of the document on contact details.

They will need to be called in order to:

- 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, 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 from:

- Our 3 local safeguarding partners
- The local authority about 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

School is following the regularly updated government Covid 19 guidance for vulnerable children.

6. Monitoring attendance

School are following the DfE guidance *School Attendance: Guidance for Schools*.

If a child does not attend school, we will:

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

We are reporting to the Department for Education our daily attendance numbers form to keep a record of the numbers attending school. School have a detailed record of attendance.

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, September 2020, when managing reports and supporting victims of peer-on-peer abuse.

Staff should continue to act on any concerns they have immediately.

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, September 2020.

Staff should continue to act on any concerns they have immediately.

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.

10 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 particular, children are likely to be spending more time online (see section 11 below).

11. Online safety

11.1 In school

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

If school IT staff are unavailable, we will contact our internet service provider. Details of our policy are outlined in:

<https://www.dunstableickniel.co.uk/attachments/download.asp?file=929&type=pdf>

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing Staff Code of Conduct Policy 2019-2020

<https://www.dunstableickniel.co.uk/attachments/download.asp?file=831&type=pdf>

When working remotely, staff will also follow:

Online Safety Policy:

<https://www.dunstableickniel.co.uk/attachments/download.asp?file=924&type=pdf>

Photography Policy:

<https://www.dunstableickniel.co.uk/attachments/download.asp?file=927&type=pdf>

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 signpost parents and carers so that they:

- 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

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils as school staff monitor all inward communications from parents and pupils and ensure that they can be signposted to mental health support which can be found either online or within the community.

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.

13. Staff recruitment, training and induction

13.1 Recruiting new staff and volunteers

We continue to recognise the importance of robust safer recruitment procedures, so that adults 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, September 2020.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents and an online video authentication meeting, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff must still present the original documents when they first attend work at our school.

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 167-172 of Keeping Children Safe in Education.

13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school and confirm with the 'loaning' school that staff have had the appropriate checks. This will be done by the DSL.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

13.3 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
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

15. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum each term by the DILS Safeguarding Team. At every review, it will be approved by the full governing board.

16. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding policy
- Staff Code of Conduct
- Health and safety policy
- Online safety policy
- Attendance Policy
- ICT Photography Policy
- Parent Code of Conduct Policy
- Whistleblowing Policy