Child protection and safeguarding: COVID-19 addendum to Child Protection and Safeguarding Policy
Southend High School for Girls

| **Approved by:** | Governing Body | **Date:** 19 May 2020 |

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Anna Leman	aleman@shsg.org
Deputy DSLs	Penny Bowman, Helen Riebold, Lee Boney	pbowman@shsg.org lboney@shsg.org hriebold@shsg.org
Headteacher	Jason Carey	jcarey@shsg.org
Local authority designated officer (LADO)	Allison Francis	allisonfrancis@southend.gov.uk 01702534539
Chair of Governors	Alan Bacon	abacon@shsg.org

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Scope and definitions

This addendum applies during the period of school closure due to COVID-19 and reflects updated advice from the DfE and Local Authority.

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, 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

Core safeguarding principles

During this period Southend High School for Girls is still following these important safeguarding principles in line with [Keeping Children Safe in Education](#):

- 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
- It is essential that unsuitable people do not enter the school workforce or gain access to children
- Children should continue to be protected when they are online

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.

The following procedures for reporting concerns during this period have been circulated to all staff and are outlined below:

How to report a safeguarding concern during the school closure period

I have a concern about a pupil. What should I do?

If you have a concern about a pupil during this period of school closure call the Designated Safeguarding Lead (or Deputies) on the Safeguarding Line 07387808400

· Once you have spoken with the Designated Safeguarding Lead log the incident on CPOMS.

· CPOMS can be accessed via the 'STAFF' tab on the school website and clicking on the icon or by typing southendhigh.cpoms.net into your web browser. To log in you will need your username (your school email address) and the password that you created when you first registered.

· When you have logged the incident, you will be given asked to assign the incident to a member of staff and send an alert. Please 'ASSIGN' the incident to DSL Anna Leman and 'ALERT' the pupil's Learning Manager. You do this by simply typing the staff name(s) in the box and then clocking 'SUBMIT'.

I am unable to contact the Designated Safeguarding Lead and it is an emergency: the pupil requires immediate protection/is at risk of significant harm?

Any professional can make a referral to Children's Social Care. If you believe that a pupil requires immediate protection then contact:

· Children's Social Care (see numbers at the bottom of this page)

· The Police (call 101 or 999 if an emergency)

· The NSPCC Helpline 0808 800 5000

Telephone numbers for Local Authority Children's Services (Social Care)

Southend on Sea 01702215007 (Emergency Duty Team 03456061212)

Essex 03456037627 or 0345 606 1212

Barking and Dagenham 0208 227 3811 or 02085948356

Redbridge 0208 708 3885

Thurrock 01375652802

Always act in the best interests of the child.

DSL (and deputies) arrangements

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

Working with other agencies

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

Monitoring attendance

As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers.

Where any child we expect to attend school during the closure does not attend, or stops attending we will:

- Follow up on their absence with their parents or carers, by making absence calls or home visits where appropriate.

- 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.

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.

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.

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.

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

Contact plans for vulnerable students

Students identified as vulnerable will receive a weekly home telephone contact call from a member of pastoral staff.

Safeguarding all children

Staff are aware that this difficult time potentially puts all children at greater risk.

Staff 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 this document.

For children at home, they 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

   Concerns will be reported to the Learning Manager or Safeguarding Team.

Online safety

In school

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

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

Guidelines and instructions have been sent to staff ensuring appropriate safeguarding practices in their approach to remote learning – for example, if they are pre-recording videos to share, making video calls or phoning pupils.

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 this addendum.

We will make sure children know how to report any concerns they have back to 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, 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

Staff recruitment, training and induction

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.

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 and Annex A

Keeping records of who is on site

We will keep a record of which staff are on site each day, and that appropriate checks have been carried out for them.

We will continue to keep our Single Central Record up to date.

Children attending other settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them

- The child's EHC plan, child in need plan, child protection plan or personal education plan

- Details of the child's social worker

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

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