

Policy Title	Safeguarding, child protection and promoting the welfare of children: COVID-19 addendum
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Policy developed in consultation with:	<ul style="list-style-type: none"> • Safeguarding in Education team for Luton Council • Culture and Character Team • Safeguarding Officer • School Governing Body
Staff with overall responsibility for development, implementation and review	<ul style="list-style-type: none"> • Senior Strategic Safeguarding Lead • Culture and Character Team • Safeguarding Officer • School Governing Body
Target audience	All Site Users
Associated policies/documents	<ul style="list-style-type: none"> • Safeguarding, child protection and promoting the safety of children LMHS policy • Working together to safeguard Children (DfE 2018) • Keeping Children Safe in Education (DfE 2020) • Safeguarding Policy • Complaints Procedure Statement • Drugs Policy • E Safety Policy • Equal Opportunities - race, equality, gender & disability • Home-school Agreement Document • SRE Policy • Special Educational Needs • Staff Code of Conduct policy • Equality and Diversity Policy • Allegations of abuse against staff • Anti-Bullying Policy • Attendance Policy • Code of Conduct Agreement • Teaching and Learning Policy • Uniform Policy
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Chair of Governors	Yvette Roberts
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Safeguarding, child protection and promoting the welfare of children: COVID-19 addendum

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SECTION 1: Scope and Definitions

Lea Manor High School recognises its responsibilities for safeguarding pupils and protecting them from harm.

It sets out changes to our normal Safeguarding 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
- 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
- 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

SECTION 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

SECTION 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 pupils with Safeguarding concerns have been offered a place at our provision at Lea Manor High School. All pupils who are at home, where there are current or previous Safeguarding concerns, are contacted regularly by the allocated Key Worker. The Safeguarding Team meet weekly to review each pupil on a case by case basis and a key worker is allocated to each pupil to maintain regular contact. Any concerns raised are refereed through Safeguarding procedures, including referring to Children Social Services or contacting the social worker. In addition to this if pupils are uncontactable the Safeguarding Officer and EWO visit the house of the child to ensure their safety and reiterate our contact methods and importance of maintaining regular contact.

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.

SECTION 4: DSL and DDSL arrangements

There will always be DSL who can be contacted and have responsibility for safeguarding students as per normal procedure.

If a DSL cannot be on a school site, in addition to being contactable, a Senior Leader will have responsibility for safeguarding.

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

SECTION 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

SECTION 6: Safer Recruitment and Selection

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, by phone/text/e-mail or EWO visit if necessary
- 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, through ensuring all pupils attending the provision have up to date contact details on the form that is submitted to request a place at the provision.

SECTION 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.

SECTION 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 for the duration of the COVID-19 period, in line with government guidance.

SECTION 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 contact is to be made.
- Which staff member(s) will make contact
- How staff will make contact

We have agreed these plans with children's social care where relevant

If we cannot make contact, we will go through our Safeguarding Team and arrange for a doorstep visit and inform Social Worker if necessary.

SECTION 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

SECTION 11: Online Safety

11.1 In School

We will continue to have appropriate filtering and monitoring systems in place in school. If IT staff are unavailable, referrals can be made to our online learning e-mail address and staff can use our internal ticket method through our IT e-mail address.

11.2 Online and Outside school

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy and IT acceptable use policy. Staff and pupil relationships should remain professional and all rules regarding online safety and social media apply. Staff should use email communication and block their phone numbers if required to make a telephone call from home. Staff will continue to be alert to signs that a child may be at risk of harm online, acting 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 through our weekly assemblies and Learning Family Time with their dedicated Learning family Lead.

SECTION 12: Mental Health

Where possible, we will continue to offer our support for pupil mental health for all children and young people. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time. This will include the Government's COVID-19 guidance on supporting children and young people's mental health and wellbeing. 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.

SECTION 13: Staff recruitment

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

SECTION 14: Safeguarding induction and training

We will make sure staff are aware of changes to our procedures and local arrangements.

New staff will continue to receive a safeguarding induction in line with the expectations of Keeping Children Safe in Education.

SECTION 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, every 3-4 weeks by the Safeguarding Team.

SECTION 16: Links with other policies

This policy links to the following policies and procedures:

- Safeguarding, Child protection and promoting the welfare of children
- Staff Code of Conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy