

Child protection and safeguarding: COVID-19 addendum

Central Hub Brighton



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Important contacts across Central Hub Brighton

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead Homewood College (DSL)	Martin Brown	martinbrown@chb.org.uk
Deputy DSL Homewood College (DDSL)	Lynne Halls	lynnehalls@chb.org.uk
Designated safeguarding lead Brighton and Hove Pupil Referral Unit (DSL)	Tim Self	timsself@chb.org.uk
Deputy DSL Primary, Lynchet Close, (DDSL)	Craig Nicholson	craignicholson@chb.org.uk
Deputy DSL KS3, Dyke Rd (DDSL)	Penny Langridge	pennylangridge@chb.org.uk
Deputy DSL KS4, Lynchet Close (DDSL)	Rosie Reekie	rosiereekie@chb.org.uk
Safeguarding Lead CHB and Designated safeguarding lead KS4, The Connected Hub (DSL)	Lucie Broadbent Smith	luciebroadbentsmith@chb.org.uk
Deputy DSL KS4, The Connected Hub (DSL)	Amanda Meier	amandameier@chb.org.uk

ROLE	NAME	CONTACT DETAILS
Designated member of senior leadership team if DSL (and deputy) can't be on site	Kate Schofield	kateschofield@chb.org.uk
Executive Head	Louise Cook	louisecook@chb.org.uk
Local authority designated officer (LADO)	Darrel Clews	07795335879 01273 29 5643
Chair of governors/management committee	Bob Wall	bobwall@chb.org.uk

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners, health, police, children's services and the local authority (LA) Brighton and Hove.

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

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 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.

Those Staff working from home who do not have access to reporting on CPOMS have been asked to report safeguarding concerns via email or to phone their DSL or DDSL.

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

Currently of the four CHB sites only Lynchet Close remains open. There is always a member of safeguarding staff onsite when the school is open.

Additionally DSLs from Homewood and The Connected Hub are daily checking into email and CPOMS while working remotely from home.

Central Hub Brighton has a good number of trained safeguarding staff. If a safeguarding staff member becomes unavailable/fit for work we have several other staff members who can be called upon to cover during any absence.

We will keep all school staff and volunteers informed by [email/other method of communication] as to who will be the DSL (or deputy) on any given day, and how to contact them. See below for details.

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

While CHB schools remain partially closed a member of senior staff will always be on duty at Lynchet Close weekdays from 8.30 to 3.00 and the rota of who this will be can be found in CHB_shared > Rotas.

In addition Tim Self will email all CHB staff, at the start of each week with an update of which senior staff member will be on duty at Lynchet Close. The senior staff member on duty can be contacted by using their staff email or by calling Lynchet Close on 01273 542050.

The senior leader on duty 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
- Liaise with key staff (who maybe are off site) to gain further information for the child concerned.
- Pass on any concerns and information to the member of staff who is working the following day.

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 safeguarding partners are the team of key professionals from three sectors: the local authority; the clinical commissioning group; and the police).
- 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

These are highlights from the advice from our safeguarding partners. This advice and guidance has informed the amendments we have made to this policy.

1. Safeguarding arrangements,

If DSL/DDSL is out of school, or likely to be out of school, it is recommended that they brief other members of school's SLT on:

How and when to contact Front Door for Families.

How to respond to Welfare Check requests from FDFF.

How to access the school's safeguarding information about children

2. Allegations against staff.

These would normally be handled by the headteacher. If the headteacher is not available, it is appropriate for this role to be delegated to the DSL or another member of SLT. • If it is recommended that the headteacher briefs these member of staff. • They need to know how and when to contact the Local Authority Designated Officer (LADO) Local Authority Designated Officer is Darrel Clews 01273 295643 Darrel.Clews@brighton-hove.gov.uk

3. Wellbeing

<http://www.beem.org.uk/Page/16930>

6. 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 or following our usual procedures to follow up on non-attendance.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers, by making calls or sending text to parents.
- Notify their social worker, where they have one
- Follow up any recorded absences with parents when they are next contacted/seen.

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. We will do this by making calls/texts and using information held on SIMS.

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

If we hear of incidents of peer-on-peer abuse we will contact the parents of those children concerned and then if deemed necessary, a referral will be made to Social Services. These events will be recorded on CPOMS.

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.

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

The number of the local designated officer is available to all staff and during the annual safeguarding staff training all staff will have been alerted to the policies and procedures for reporting concerns about a staff member. Those procedures remain in place and the policies relating to this are available through the use of shared drives via Outlook. Local Authority Designated Officer (LADO) Local Authority Designated Officer is Darrel Clews 01273 295643 Darrel.Clews@brighton-hove.gov.uk

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.

These include those students who are known to other professional services such as CAMHS, RUOK, those for whom a CIN or CP plan may have recently closed. Additionally those for whom we have made referrals for recently, but found did not meet threshold, also those known to be subject to significant financial disadvantage. All pupils at CHB have SEMH needs and therefore the majority of them are vulnerable. The majority of these children will not be attending school, so we will put a contact plan in place, as explained in section 10.1 below.

10. Safeguarding for children not attending school

10.1 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

These plans set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- What action will be taken if a concern comes to light
- How the contact will be logged

We have agreed these plans with children's social care where relevant, and will review them monthly. If we can't make contact, we will contact another professional agency to alert them to our concerns. This maybe Social Services, Children Missing Education team or Police or other relevant agency.

10.2 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 IT staff are unavailable, our contingency plan is to seek support from the IT services for schools that are provided by the Local Authority.

11.2 Outside school

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

IT staff have provided additional technological advice to staff on the best way to make contact with students.

Staff have been advised which apps to use for online learning and which to not use. The contact is being recorded in contact logs.

Additional resources regarding online safety have been made available to school by the LA Education Safeguarding Officer, this has been disseminated to all staff and parents.

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, 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

Much of this information has come from the LA Education Safeguarding Officer..

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. Our school therapists, nominated key workers and safeguarding staff have been regularly communicating with those students for whom this support is vital.

We will also signpost all pupils, parents 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.

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.

In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, 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 seek assurance from the 'loaning' school that staff have had the appropriate checks. Our plan is that only staff from across the CHB will be used and therefore senior staff will have access to the SCR information on any member 'on loan' from another site. We may also occasionally use staff from BHISS and we have assurances from the local authority that they have up to date, enhanced DBS. We will check the ID of these staff and take copies of ID for our records.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information, though this is very unlikely in our schools.

13.3 Safeguarding induction and training

We will make sure staff and volunteers are aware of changes to our procedures and local arrangements. Additional training maybe carried out remotely under the scrutiny of the Safeguarding Lead.

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 (this will be digital)

As mentioned earlier our staff will only be deployed from other CHB sites and therefore all will have attended the same annual Safeguarding training (or will have had the same upon induction).

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

13.4 Keeping records of who's on site

Should we in the unlikely event, at any point need to have staff or volunteers from outside CHB come on site we will keep a record of who is on site each day, and record that appropriate checks have been carried out for them.

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

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'
- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

14. 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. As mentioned before due to our decision making this is not likely to happen at CHB. However if this, for some unplanned reason, takes place we would then ask our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) to 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
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

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

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 weeks by Louise Cook and Lucie Broadbent Smith. 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:

- Child protection policy
- Staff [behaviour policy/code of conduct/induction]
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle-blowing
- Behaviour policy