



Child Protection and Safeguarding: COVID-19 Addendum April 2020

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1. Scope and definitions

This addendum applies during the period of school closure or partial closure due to COVID-19, and reflects updated advice from our safeguarding partners, our governing professional bodies.

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:

Children need to be safe and to feel safe in school and they have the right to be protected from harm.

Children need support that matches their individual needs, including those who are at risk or may have experienced abuse.

All children at Mowden Hall:

- have the right to speak freely and voice their values and beliefs.
- must be encouraged to respect each other's values and support each other.
- have the right to be supported to meet their emotional, and social needs as well as their educational needs – a happy, healthy, sociable child will achieve better educationally.

Schools can and do contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours.

All school staff and visitors have an important role to play in safeguarding children and protecting them from abuse.

All school staff should maintain an attitude of 'it could happen here' where safeguarding is concerned, and staff must always seek to act in the best interests of the child.

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 still attending school and those at home.

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 arrangements

Mrs Kirsten Knight, DSL and Mrs Kate Martin, Deputy DSL will continue to fulfil their roles and at least one of them will be on site wherever possible. Leonie Sherbrook is currently not at work. Details of all important contacts are listed below.

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Kirsten Knight	kk@mowdenhall.co.uk
Deputy Designated Safeguarding Lead (DDSL)	Kate Martin	kmartin@mowdenhall.co.uk
Headmaster	Neal Bailey	nealbailey@mowdenhall.co.uk
Deputy Head	Kate Martin	kmartin@mowdenhall.co.uk
Chair of Board of Trustees	Dr Ralph Townsend	chairman@cothilltrust.org 01865 390720
Designated Safeguarding Trustee	Toby Gibson	tgibson@cothilltrust.org
Trust CEO	Tom Beardmore-Gray	ceo@cothilltrust.org 01865 390720

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding.

5. Working with other agencies

We will continue to work with children's social care, and with other schools for looked-after and previously looked-after children.

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 or partial closure doesn't attend, or stops attending. In these cases we will:

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

We will take a register for those attending school in person. For children attending who are not on Mowden's role, 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 also make the usual safeguarding concern checks at their 'normal' school.

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 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.

9. Contact plans

We have contact plans for 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
- 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

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 line with the procedures set out in our Child Protection and Safeguarding Policy.

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

Children are likely to be spending more time online during this period – see section 11 below for our approach to online safety both in and outside school.

See section 12 below for information on how we will support pupils' mental health.

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 code of conduct and updated 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 Child Protection and Safeguarding Policy.

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
- 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.

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 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 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

13.4 Keeping records of who is on site

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

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.

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

Where the DSL, deputy or SENCO can't share this information, a senior leader 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. Links with other policies

This policy links to the following policies and procedures:

- [Child Protection and Safeguarding Policy](#)
- [Staff Code of Conduct](#)
- [E-Safety Policy](#)
- [Staff Information and Communication Acceptable Use Policy](#) (April 2020 update)