



# **Safeguarding Policy Addendum for COVID-19**

**April 2020**

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## 1. Important contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Peter Booth	<a href="mailto:pbooth@eccoschool.com">pbooth@eccoschool.com</a> 07930 122702
Head Teacher & DSL	Richard Walkden	<a href="mailto:rwalkden@eccoschool.com">rwalkden@eccoschool.com</a>
Other contactable DSD(s) and/or deputy DSD(s):	Siobhan Melody Rachel Sutcliffe	<a href="mailto:smelody@eccoschool.com">smelody@eccoschool.com</a> <a href="mailto:rsutcliffe@eccoschool.com">rsutcliffe@eccoschool.com</a>
Designated member(s) of senior leadership team if DSL (and deputy) can't be on site	Emily Martin (SENCO) Claire Johnson Olivia Monaghan Steph McCoy  EWO-Pauline Birkwood SEN manager Mo Benson	<a href="mailto:emartin@eccoschool.com">emartin@eccoschool.com</a> <a href="mailto:cjohnson@eccoschool.com">cjohnson@eccoschool.com</a> <a href="mailto:omonaghan@eccoschool.com">omonaghan@eccoschool.com</a> <a href="mailto:smccoy@eccoschool.com">smccoy@eccoschool.com</a> <a href="mailto:pbirkwood@minervalearningtrust.co.uk">pbirkwood@minervalearningtrust.co.uk</a> <a href="mailto:mbenson@eccoschool.com">mbenson@eccoschool.com</a>
Headteacher	Richard Walkden	<a href="mailto:rwalkden@eccoschool.com">rwalkden@eccoschool.com</a>
Local Authority Designated officer (LADO)	Steven Hill	
Chair of Governors	Martin Brader	

This addendum applies to Ecclesfield School Safeguarding Policy during the period of partial or full school closure due to COVID-19, and reflects updated advice from our local safeguarding partners; Sheffield Safeguarding Children Board and Sheffield Local Authority (LA).

It sets out changes to our normal child protection and safeguarding 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.

Our Safeguarding procedures apply as normal with the additional requirements set out in his addendum.

Ecclesfield Secondary School has a full Safeguarding and Child Protection Policy and procedures in place. Currently the school (part of Minerva Learning Trust) is working in response to the Covid-19 Corona Virus situation.

Ecclesfield Secondary School, along with all other schools, is required to provide the following,

1. A response to the situation
2. Provide a safe place for any pupils who are 'vulnerable' or where parents/carers are deemed as essential workers, therefore needing to send children into school.

Vulnerable Children are those who are subject to Child Protection Plans, Child in Need Plans, those who are Children Looked After and those with EHCP Plans.

We are working with our partner schools, all part of the Minerva Learning Trust, to ensure that our response to this ongoing and fluid situation is managed in the best way possible, with regard to the safety and safeguarding for all of our students and staff.

## **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.

Staff at Ecclesfield Secondary School should continue to report concerns via CPOMS. This in turn will be actioned by the school's DSL. The DSL (Safeguarding Manager Peter Booth and Head Teacher Richard Walkden) are contactable via e-mail and by the mobile number given in the section at the beginning of this addendum. Other members of the safeguarding team and members of the Senior Leadership team are also available to 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. The Safeguarding Manager (DSL) and Head Teacher (DSL) are in direct contact with Social Workers

## **4. DSL (and deputy) arrangements**

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of contacts are listed in the 'Important Contacts' section at the start of this addendum.

Where our DSL or Deputy cannot be in school, they can be contacted remotely by telephone. Richard Walkden, Headteacher 07977 241105 or Peter Booth (Safeguarding Manager) 07775 681630

The Head Teacher Richard Walkden and Safeguarding Manager Peter Booth are available each day should there be a safeguarding concern that needs to be reported urgently.

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

The duty SLT person (based at Ecclesfield Secondary School or any other location that has been designated), will be available accordingly and will have contact with the Head Teacher or Safeguarding Manager.

- 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
  - Inform the Safeguarding Manager who will update and be able to access child protection files, where necessary

The safeguarding manager will liaise with children's social workers where they need access to children in need and/or to carry out statutory assessments. This also applies if the Police need to be informed or if they require support or urgent information from the school.

The Trust EWO will be responsible for keeping updated records of attendance involving those students who are required to be in school.

## **5. Working with other agencies**

As stated, we will be working with Social Workers, Police officers and other external agencies to ensure that our students and families are safeguarded accordingly.

We will continue to follow the guidance provided by our own Minerva Learning Trust and also the DfE guidance during this current situation.

## **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 does not attend, or stops attending. In these cases, we will:

- Follow up on their absence with their parents or carers, by telephone. This will be completed by the School, EWO or the duty SLT person or by the DSL, where appropriate.
- Notify their social worker, where they have one, this will be completed by the Safeguarding Manager.
- The key staff are in continual communication throughout the day.
- SLT, DSL, EWO and SEN Manager, Progress and Pastoral Leaders are all involved in keeping contact with students/ families during this difficult time.

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school. This will be completed and submitted daily, even if the school is fully closed. It will also be completed and submitted daily for those children attending another site that is not their normal school setting.

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. This will be completed by the school / trust EWO. Information can be passed by members of staff directly to the EWO.

## **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. The usual procedures for staff to report these concerns will be in place (CPOMS or directly contacting the DSL's, as above).

## **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. Any concerns about members of staff will, (by following the actual guidelines, be reported directly to Head Teacher, or where required the Chair of Governors.

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](mailto: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 do not 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.

If these children will not be attending school, we will put a contact plan in place.

## **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.

- The Safeguarding Manager (DSL) or the Head Teacher (DSL) will have regular (weekly) contact with those students/ families who are subject to Child Protection (CP) or Child in Need (CIN) Plans and those students that are Children Looked After (CLA). The relevant Social Workers have all been informed (therefore are aware) that School will be making these regular contacts. It is worth noting also, that Social Workers are also in regular contact with the students who are subject to the CP, CIN and CLA students and families / carers. Calls to these students will be recorded on CPOMS by the Safeguarding Manager.
- The SEN Manager will have contact with those students who are subject to EHCP.
- Pastoral leaders and Progress Leaders are making contact with certain students who are vulnerable or deemed so (they will not be the students who are CP, CIN or CLA) would benefit from regular calls from someone in school.
- Any concerns will be reported to Social workers at once. Pastoral and progress Leaders will report any such concerns via CPOMS or directly to the DSL's.

## **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 guidance contained in the Ecclesfield School Safeguarding Policy. Staff are expected to continue to act in appropriate and professional manner.

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.

## **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 and adults' mental health. Ecclesfield Secondary school's full Safeguarding Policy refers to this issue.

### **13 Keeping records of who's on site**

We will keep a record of which staff and volunteers 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.

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 schools are provided with any relevant welfare and child protection information, before the child arrives, as far as possible.

### **15. Links with other policies**

This policy links to the following policies and procedures:

- Ecclesfield School Child protection policy
- MLT safeguarding policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- DfE Keeping Children Safe in Education Part 1 (September 2019).