

LUTTERWORTH HIGH SCHOOL

Child Protection and Safeguarding COVID-19 Addendum



Reviewed: By the Full Governing Body

Adopted: By the Governing Body – Thursday 9th April 2020

Signed: Chair of Governors – Janet Jones

Date:

Signed: Headteacher – Julian Kirby

Date:

Review: 1st May 2020

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19 and reflects the guidance from the DfE and Leicestershire Local Authority. The DfE guidance was issued on Friday 27th March – <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

This addendum should be read in conjunction with the Lutterworth High School Safeguarding and Child Protection Policy and the DfE guidance.

2. Core safeguarding principles

We will still adhere to the statutory safeguarding guidance **Keeping Children Safe in Education 2019**

Priorities for schools

- Keeping children safe
- The best interests of the child must always come first.
- Continue to report any safeguarding concerns immediately using existing systems
- A Designated Safeguarding Lead or Deputy DSL should be available. This can be by phone or online eg video call. If there is no trained person on site due to staff restrictions, a member of the SLT should take responsibility for co-ordinating safeguarding. All staff should know who the available DSL/DDSL is each day and how they can be contacted. If there is a DSL/DDSL whose training has expired, they should continue in the role and be regarded as trained.
- It is essential that unsuitable people are not allowed to enter the childrens workforce and/or gain access to children.
- Continue to consider online risks and how to protect children online (both in school and at home)

3. Lutterworth High School provision for supporting ‘vulnerable children.’

The DfE guidance on who constitutes a vulnerable child is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

Lutterworth High School remains open for ‘vulnerable children.’ If the Designated Safeguarding Lead considers a child to be vulnerable even though they fall outside the DfE definition they will be invited to attend school and contact will be maintained throughout the period of COVID-19. Social Care may also contact the school to request a place for a child.

If a child is due to attend school but is absent, a follow-up telephone call will be made.

Lutterworth High School will continue to make contact with children deemed vulnerable but who are not attending school due to parental wishes.

The school has compiled a list of 'vulnerable children' and all DSLs have access to the updated list. The list outlines the frequency of contact and how contact will be made.

The least vulnerable students will receive a weekly parental e-mail and contact through Show my Homework and the student's e-mail. More vulnerable students will receive frequent phone calls (1-5 times per week). A video call may also be made as appropriate.

If telephone calls have not been answered for a week and the student has not responded through Show my Homework/ e-mail, a home visit will be made. Contact will be made on the doorstep only and social distancing will be maintained. If no contact is made at this point, the DSL will refer to Early Help at Social Services.

All phone calls are to be made using DSLs own devices with the number withheld and the details of the conversations will be recorded on 'My Concern.'

If a DSL has a concern regarding the welfare of a child/ and or family the concern must be communicated directly to Amy Hunter or Julian Kirby/Marion Bullivant in her absence.

If a video call is required this must be discussed and authorised with Amy Hunter beforehand and parents must be in agreement that this is taking place. Video calls must be made using MS Teams or Google Meet.

All video/audio calls must be made in confidence and not discussed or overheard by family members. Video calls must be made against a blank wall and students are required to dress appropriately.

The school will continue to work with Social Care and Virtual School Heads to help them protect vulnerable children

4. Reporting concerns

All staff and volunteers must continue to act on any concerns they have about a child immediately, whether the child is attending school or is at home. All concerns must be reported using the school online system 'My Concern'.

If anybody has a concern around an adult working with a child then Julian Kirby (Headteacher) should be notified as soon as possible.

5. DSL (and Deputy) arrangements

All members of the Senior Leadership Team are trained Designated Safeguarding Leads. A member of the Senior Team will be on site every day.

Amy Hunter is the Designated Safeguarding Lead for the School and Marion Bullivant is the Deputy Designated Safeguarding Lead.

Important contacts are listed at the end of this addendum.

Parents/ Carers are able to contact the school through admin@lutterworthhigh.co.uk with the heading 'Safeguarding urgent.'

6. Safeguarding all children

Staff and volunteers will be alert to any signs of abuse or effects on students' mental health.

For children at home, staff will look out for the following signs:

- Not completing assigned work or logging onto systems.
- No contact from children or families.
- Seeming withdrawn during telephone/video calls.

7. Peer on peer abuse

We will continue to follow the principles set out in part 5 of Keeping Children Safe in Education.

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

Students have received a pastoral document (parent e-mail, SMHW and social media) on how to report any concerns. This can be reported to the school at dsp@lutterworthhighschool.co.uk or through the 'beat bullying' button on the website. The students have also been given guidance on how to contact the NSPCC, CEOP and Childline.

8. On-line safety

In school the monitoring and filtering systems will remain in place. A member of IT staff is on site every day the school is open.

The staff Code of Conduct continues to apply where staff are interacting with students online.

If staff are conducting audio or video lessons they need to be appropriately dressed and have a blank wall behind them if possible. No other family members should be in the room or join the audio or video call.

MS Teams or Google Meets are the two online platforms staff are expected to use.

Staff should not use their own phone number or use students' personal contact details. All communication must be using SMHW or the student's e mail account.

All communication should be made during the school hours of 8.40am – 3.00pm.

Parents and carers have been guided to appropriate literature and organisations to support keeping their child safe on-line.

9. Student mental well-being

Counselling (via telephone) has been made available to all students who received counselling prior to the COVID-19 outbreak

Students, parents and staff have been signposted to resources to support mental health and well-being.

When setting expectations for students learning remotely, teachers will bear in mind the impact on students mental well-being.

10. Staff recruitment, training and induction

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.

The Single Central Record will continue to be kept up to date.

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

11. Keeping record of who is on site

All staff and visitors are expected to use the inventory signing system to sign in and out. The member of the Senior Team on site that day will keep a record of who is on site.

Lutterworth High School is currently only open to students from the school and is deploying staff from the school workforce. If the school starts to operate in a cluster with other schools this addendum will be amended to include 'on loan' staff, information sharing, and students mixing from a number of schools.

12. Monitoring arrangements

This policy will be reviewed as guidance from the LA or DfE is updated, and as a minimum every four weeks by Julian Kirby (Headteacher) and Amy Hunter (Designated Safeguarding Lead). At every review, it will be approved by the Full Governing Board.

13. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff Code of Conduct
- Acceptable use policy for personal mobile devices
- Health and safety policy

14. Important Contacts

- Designated Safeguarding Lead: Amy Hunter, Deputy Headteacher
- Deputy Designated Safeguarding Lead: Marion Bullivant, Student Support Manager
- Prevent Single Point of Contact (SPOC) Amy Hunter, Deputy Headteacher
- Designated Teacher for Children in Care Georgia Lewis
- Nominated Safeguarding Governor: Janet Jones

Safeguarding and Improvement Unit contacts:

Head of Service - Safeguarding Improvement and Quality Assurance

Kelda Claire 0116 3059084 / 07507686100

LADO / Allegations:

Mark Goddard/Kim Taylor 0116 305 7597

Safeguarding Development Officers:

Simon Genders 0116 305 7750 Ann Prideaux 0116 3057317

First Response Children's Duty (Same-day referrals)

0116 3050005

childrensduty@leics.gov.uk

First Response Children's Duty Room 100b
County Hall
Championship Way
Glenfield
LE3 8RF

All other referrals including Early Help Services

<http://Irsb.org.uk/childreport>

Early Help queries and Consultation Line 0116 3058727