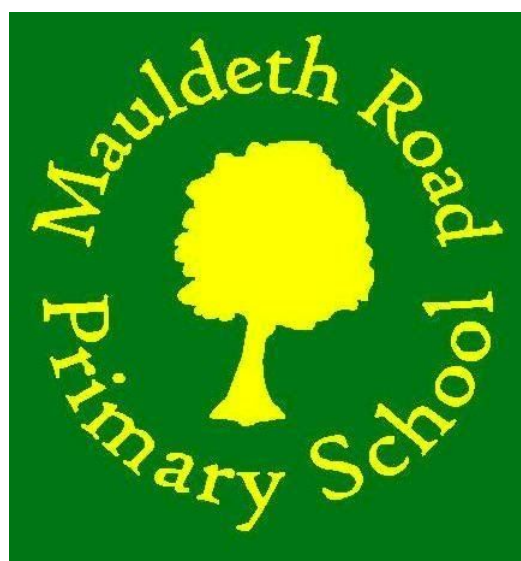


Child Protection and Safeguarding: COVID-19 Addendum

Maldeth Road Primary School



Approved by:

Date: June 2020

Last reviewed on:

Next review due by:

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Andy Kilcoyne	head@mauldethroad.manchester.sch.uk
Deputy DSL	Zoe Cain	z.cain@mauldethroad.manchester.sch.uk
Other contactable DSL(s) and/or deputy DSL(s):		
Designated member of senior leadership team if DSL (and deputy) can't be on site	Joanne McQueen Tabitha Fitzgerald	j.mcqueen@mauldethroad.manchester.sch.uk t.fitzgerald@mauldethroad.manchester.sch.uk
Headteacher	Andy Kilcoyne	head@mauldethroad.manchester.sch.uk
Local authority designated officer (LADO)		
Chair of governors	Janice Orchard	janice@janiceorchard.co.uk

1. Scope and definitions

This addendum applies during the period of phased return following school closure due to COVID-19.

It sets out changes to our normal safeguarding (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 safeguarding (child protection) policy continues to apply.

The Department for Education's definition of 'vulnerable children' includes 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
- Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:
 - On the edge of receiving support from children's social care services
 - Adopted
 - At risk of becoming NEET ('not in employment, education or training')
 - Living in temporary accommodation
 - Young carers
 - Considered vulnerable at the provider and LA's discretion

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. Physical Coronavirus Prevention measures

Following Government Guidance for the re-opening of schools, these are the physical measures we have put in place to control Covid 19:

1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

We will insist that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in at least the last 10 days and ensure that anyone developing those symptoms during the school day is sent home as soon as possible and should arrange to have a test. The identified pupil will be taken to a place of quarantine until their parent/carer collects them.

2) Where recommended, use of face coverings in schools.

Children will not be required to wear face coverings in school, and where possible, all spaces should be well ventilated using natural ventilation e.g. opening windows and doors (bearing in mind fire safety and safeguarding). Classrooms are organised maintaining space between pupils/ children/ adults where possible: small adaptations are made to the classroom to support distancing. Including seating pupils side by side and facing forwards, rather than face to face or side on. Excess furniture has been removed and classrooms have been reorganised in line with current Government Guidance.

Staff are required to wear face coverings when in any enclosed staff area except when eating or drinking.

3) Clean hands thoroughly more often than usual.

We will ensure that sufficient handwashing facilities are available. Hand sanitiser is in classrooms and other learning environments; we will ensure that all adults and children are frequently washing their hands with soap and water for 20 seconds and dry thoroughly and/or use hand sanitiser clean their hands-on arrival at the setting, before and after eating.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

We will promote good respiratory and hand hygiene to become the normal school culture, promoting the 'catch it, bin it, kill it' approach and ensure that help is available for children and young people who have trouble cleaning their hands independently. After sneezing or coughing, staff and pupils are encouraged not to touch their mouth, eyes and nose and to repeat handwashing for 20 seconds. We will ensure that bins for tissues are emptied throughout the day.

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

There will be an increased frequency of cleaning throughout the day. We will regularly clean the setting and resources that the pupils use. Where possible, children will be given their own equipment, which they must not share with anyone else. Any resources that are shared (P.E. equipment, iPads) will be thoroughly disinfected after use.

6) Minimise contact between individuals and maintain social distancing wherever possible.

In the mornings, we will operate staggered start times, at different entrances for different year groups to ensure that social distancing can be observed. The same will happen after school for pick-up.

During the day all pupils will be assigned to a year group bubble and will not mix with other bubbles to prevent cross-bubble contamination. There will be separate staggered playtimes as well as staggered lunch times.

There will be no whole school or Key Stage assemblies taking place until further notice. No Singing Practice until further notice. The Harvest Festival has been cancelled and the Christmas Productions are tbc depending on further government guidance.

Furniture may have to be stored in the hall, which will limit the use of space for classes.

P.E. will have to take place outdoors wherever possible.

We will alternate the use of the library and the computer suite. Items will need to be wiped down after use.

A designated TA will be responsible for changing books for Key Stage 1 and 2. Each child will be issued with 1 or 2 books on a Monday, to use until Friday. They will not be changed on any other day. On Friday the books must be placed in a box in a named plastic wallet and they will be quarantined over the weekend.

7) Where necessary, wear appropriate personal protective equipment (PPE).

PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

8) Engage with the NHS Test and Trace process.

We fully understand the NHS Test and Trace process and will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority where we will be put through to a team of advisers who will inform us of what action is needed based on the latest public health advice.

10) Contain any outbreak by following local health protection team advice.

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will acknowledge that we may have an outbreak and work with our local health protection team who will be able to advise if additional action is required.

4. 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 continuing to attend or returning to 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. If there are any concerns, staff must inform the Designated Safeguarding Lead (DSL) or Deputy DSL. For more specific details on reporting concerns, refer to the school safeguarding (child protection) policy.

5. DSL (and deputy) arrangements

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

We will keep all school staff and volunteers informed by the weekly staff rota as to who will be the DSL (or deputy) on any given day.

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Joanne McQueen and Tabitha Fitzgerald.

6. 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 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

7. Monitoring attendance

We will resume taking our attendance register. We will also continue to submit the Department for Education's daily online attendance form, until no longer asked to do so.

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
- 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 where possible.

For more specific detail on contact arrangements for children with a social worker, and other children who we have safeguarding concerns about, see Section 9.

8. 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. If there are any concerns, staff must inform the Designated Safeguarding Lead (DSL) or Deputy DSL. For more specific details on reporting concerns, refer to the school safeguarding (child protection) policy.

9. 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. If there are any concerns, staff must inform the Designated Safeguarding Lead (DSL) or Deputy DSL. For more specific details on reporting concerns, refer to the school safeguarding (child protection) policy.

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.

10. Contact arrangements

Contact arrangements for children with an EHC plan or social worker, and other 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

Each child is risk assessed to determine:

- 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

We have agreed these plans with children's social care where relevant and will review them monthly.

If we can't make contact, after repeated efforts, we will contact children's social care.

11. 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 section 3 above.

11.1 Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

11.2 Children at home

The school will maintain contact with children who are not returning to school. Class teachers will continue to use Class Dojo to keep in contact with children and their parents. If there are any concerns, staff must inform the Designated Safeguarding Lead (DSL) or Deputy DSL. For more specific details on reporting concerns, refer to the school safeguarding (child protection) policy.

The school is able to contact parents via phone, email and text. The school has also set up three new email accounts: closureadmin, communications and homelearningsupport, to deal with any issues. A fourth safeguarding email address is set up specifically for parents to report safeguarding concerns.

12. Online safety

12.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

12.2 Outside school

Where staff are interacting with children and parents online, they will continue to follow our existing e-safety policy and data protection policy. Class teachers will ask for parental permission before sharing anything sent in on Class Dojo.

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.

12.3 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

13. Mental health

13.1 Children returning to school

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

13.2 Children at home

Where possible, we will continue to offer our current support for pupil mental health for all pupils.

We will also signpost all pupils, parents/carers 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.

14. Staff recruitment

14.1 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.

Similarly, temporary measures allow right to work checks to be carried out by verifying scanned documents on a video call. If we need to take this approach, we will follow [Home Office and Immigration Enforcement guidance](#).

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.

15. Safeguarding induction and training

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

15.1 New staff induction

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our safeguarding (children protection) policy (and this addendum)
- Keeping Children Safe in Education part 1

15.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

16. Children attending other settings and 'on loan' staff

There are currently no plans for either scenario to take place. If we have to consider this, appropriate risk assessments will be conducted and this section will be revisited.

15. Keeping records of who is on site

We will keep a record of which staff and volunteers are on site each day and make sure that appropriate checks have been carried out for them.