

**The Leys Primary and Nursery School**  
**Child protection policy - Coronavirus addendum September 2021**

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**Important contacts**

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Sally Clibbon	<a href="mailto:sally.clibbon@leys.herts.sch.uk">sally.clibbon@leys.herts.sch.uk</a> 01438314148
Head teacher Deputy DSL	Davinder Khangura	<a href="mailto:head@leys.herts.sch.uk">head@leys.herts.sch.uk</a> 01438314148
Deputy Head teacher Deputy DSL Designated Teacher for Children Looked after	Alison Barr	<a href="mailto:alison.barr@leys.herts.sch.uk">alison.barr@leys.herts.sch.uk</a> 01438314148
Deputy DSL SEND teacher	Suzanne Harris	<a href="mailto:suzanne.harris@leys.herts.sch.uk">suzanne.harris@leys.herts.sch.uk</a> 01438314148

Local authority designated officer (LADO)	Yvette Morello	<a href="mailto:LADO.Referral@hertfordshire.gov.uk">LADO.Referral@hertfordshire.gov.uk</a>
Chair of governors	Marina Stone	<a href="mailto:mel.stone@leys.herts.sch.uk">mel.stone@leys.herts.sch.uk</a> 01438314148

## 1. Scope and definitions

This addendum applies from the start of the Autumn term 2021. It reflects the latest advice from our 3 local safeguarding partners:

It sets out changes to our normal child protection policy in light of any coronavirus restrictions & advice currently in place, and should be read in conjunction with other policies. Unless specifically covered here, the normal child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated coronavirus guidance the government or our local safeguarding partners may publish. We will keep it under review as set out in section 15 below.

In this addendum, where we refer to measures to protect pupils who are at home, this means those who are learning at home for reasons to do with coronavirus - for example, if pupils are required to self-isolate when they would otherwise be attending.

In this addendum, where we refer to vulnerable children, this means 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
- On the edge of receiving support from children's social care services or in the process of being referred
- Adopted or on a special guardianship order
- Facing difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- In need of support for their mental health

## 2. Core safeguarding principles

We will follow the statutory safeguarding guidance from the Department for Education document [Keeping Children Safe in Education 2021](#).

We will always have regard for these important safeguarding principles:

- The best interests of children must come first
- If anyone has a safeguarding concern about any child, they should act on it immediately
- A designated safeguarding lead (DSL) or deputy should be available at all times

- 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, both for children at school and those at home.

- Contact the Lead DSP at school, or at home if working remotely.
- The Lead DSP will complete the Record of Concern, take appropriate action and keep Senior Leaders/Deputy DSP's informed and involved as needed.
- All actions and outcomes will be recorded on cpoms and relevant staff informed

All staff will 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.

If our DSL (or deputy) can't be on site, they can be contacted remotely by ringing directly or through the school number.

If our Lead DSL is not available then a Deputy DSL can be contacted remotely by ringing directly or through the school number.

Any senior leader who is on site will be responsible for liaising with the DSL (or deputy) to make sure it is possible to

- Identify the most vulnerable children in school
- Update and manage 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
- Support parents and carers as needed

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

We continue to work with children's social care, with virtual school heads for looked-after and previously looked-after children, and with any other relevant safeguarding and welfare partners, to help keep children safe.

We will continue to update this addendum where necessary, to reflect any updated guidance from our 3 local safeguarding partners.

### **6. Monitoring attendance**

When completing attendance registers we follow guidance from the Department for Education on how to record attendance (including for pupils who are self isolating) and what data to submit regarding vulnerable pupils.

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, by contacting them
- 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.

## **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.

Incidents will be reported by Staff on cpoms and responded to by Team leaders & Senior Leaders

## **8. Concerns about a staff member, supply teacher 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/supply teachers/volunteers working on site or remotely.

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. Contact plans**

We make contact plans for any registered pupil who is not attending school or able to attend school for any reason

Each case is assessed and discussed:

- 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, emails or a combination of any of these

We will agree these plans with children's social care where relevant, and review them alongside partner agencies working with the family at the time of the scheduled multi agency meetings i.e. every 4 weeks or more frequently if concerns are elevated in the interim.

If we can't make contact, we will advise the child's allocated social worker (if unavailable the duty social worker for the appropriate safeguarding team will be informed) or if necessary the police and/or other professionals working with the family.

## **10. Safeguarding all children**

### **10.1 All children**

Staff and volunteers are aware that continuing difficult times 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. They will act on concerns immediately in line with the procedures set out in section 3 above, and log concerns on cpoms.

## **10.2 Children at home**

The school will maintain contact with families of children who are registered pupils but not in school. s see contact plans in section 9 above.

## **11. Online safety**

### **11.1 In school**

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

If our IT technician Steve Ainsworth is unavailable, our contingency plan is to contact Herts for Learning Technology in Schools help desk on 01438 544466

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy (see policies on Staff drive).

Staff and pupils will follow acceptable use of technology agreement.

**Any Live Lessons or pupil Support sessions will be recorded and saved on Meet Video shared drive.**

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 through the google classroom

### **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, where relevant, 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 teaching and resources our school provides
- Know where else they can go for support to keep their children safe online
- Provide resources they can access on our website (e.g. Home Learning, Internet safety, Mental health)

## **12. Mental health**

If any pupil, parent or carer has concerns about mental health and wellbeing, they should contact their child's teacher or our Mental Health Leaders:

- Alison Barr - SEND LEADER
- Sally Clibbon - FAMILY WORKER

The school will make sure pupils, parents and carers are aware of this.

### **12.1 Children in school**

Staff and volunteers will be aware of the possible effects that the pandemic situation may have 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. Training and support will be provided to staff to promote and support pupils' positive mental health.

We will make use of the full range of professional support for mental health for pupils through

- Safe space counselling service (contracted by the Leys)
- NESSIE Counselling Service - play/art therapy (referral via. DSPL)
- Stanmore project (Therapeutic support for qualifying SEMH need) referral needed
- Mental Health Support Team in Stevenage.
- Children's Services
- Single Point of Access
- Step Two
- Family Centres (under 8's)
- School nursing service
- Children's Wellbeing Practitioners

### **12.2 Children at home**

Staff and volunteers will be alert to mental health concerns in children who are at home, and act on these immediately, following our reporting procedures as set out in section 3 of this addendum.

## **13. Staff and volunteer recruitment**

We continue to recognise the importance of robust safer recruitment procedures, so that staff 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.

When carrying out DBS checks and right to work checks, we will follow the latest guidance from the DBS, Home Office and Immigration Enforcement as appropriate (for example, with regards to the process for verifying documents). We will inform candidates about the intended process as soon as reasonably practicable.

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, again as in accordance with Section 3 of Keeping Children Safe in Education 2021.

## **14. 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 in line with the expectations of Keeping Children Safe in Education.

### **15. Monitoring arrangements**

This policy will be reviewed as guidance from our 3 local safeguarding partners or the Department for Education is updated, and as a minimum every term during the continuation of the pandemic situation.

Contents to be reviewed by the school Safeguarding Team and approved by the governing body..

### **16. Links with other policies**

This policy links to the following policies and procedures:

- Child protection policy
- Staff behaviour policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistle blowing policy
- Anti-bullying policy
- Mental Health policy