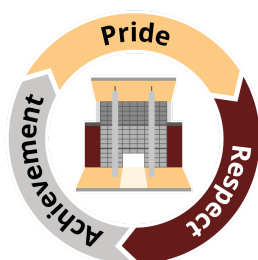


## Addendum 2



### **Burnside Safeguarding and Child Protection policy (COVID19 Addendum) 2020**

This document provides an additional/second addendum to the Burnside's Safeguarding and Child Protection policy guidance (in line with North Tyneside guidance) to be used during the Covid-19 pandemic and should supersede the April 2020 version. It should be used as a reminder to all staff in school of their safeguarding responsibilities and safer working practices. This information is in addition to the school's full child protection policy.

#### Introduction

This document provides the second addendum to our School Safeguarding and Child Protection policy during the Covid-19 pandemic as recommended in the DfE safeguarding guidance for schools which can be [found here](#). As schools will be able to welcome back more children from 15th June, the DfE updated their safeguarding guidance on 20<sup>th</sup> May to support schools to plan for this return. The full guidance should be read by all DSLs (including deputies) and Leadership teams.

We are currently operating under partial reopening. As more children return, a number of important safeguarding principles remain the same:

- [Keeping Children Safe in Education](#) (KCSIE) is statutory safeguarding guidance that schools and colleges should continue to have regard to as required by legislation and/or their funding agreements.
- the best interests of the child must always continue to come first
- if anyone in a school has a safeguarding concern about any child, they should act immediately to report concerns to Charlotte Jenkins, Marie Tatum or Fern Greenwell via phone or email, when they arise including completing written records where advised
- know that information a child/young person discloses regarding harm/abuse of themselves or another child/young person must be shared immediately, and cannot be kept secret
- staff must understand they have a professional responsibility to report concerns ensuring confidentiality protocols are adhered to and information is shared
- children should continue to be protected when they are online- any online concerns must be reported immediately

## Staff training and induction

All school staff have accessed child protection training within the last three years with regular updates where relevant from the DSL or deputy DSL so are aware of issues to be concerned about. For staff who need would like an update, an e-learning session is [available here](#)

New staff who have started with us since the Covid 19 outbreak should receive induction training. Induction should include but is not limited to the following:

- The school's child protection policy
- Current and ongoing change of DSL arrangements
- Contact details for the MASH helpline and Front Door should they not be able to contact a DSL or deputy and need to directly report a concern
- An awareness of how to record concerns should they need to document safeguarding concerns
- The code of conduct for that setting
- Re-read Part 1 of Keeping Children Safe in Education (KCSE) 2019, which outlines types of abuse and neglect and what to do about it

Please contact Charlotte Jenkins if you feel you need further training.

All visitors to the school including staff shared from another setting, will be required to sign in at reception in accordance with the visitor's protocol and will be required to adhere to the conditions contained in this document. In addition to child protection, safeguarding and health and safety, this visitor's protocol is noted as being part of our 'induction' for visitors to the school. A leaflet continues to be provided to visitors to the school.

## Designated Safeguarding Lead coverage in school

As more children return, we endeavour to have a DSL (or deputy) available on site most days. However, it is recognised that this may not always be possible, and where this is the case a trained DSL (or deputy) from the school will be available to be contacted via phone or online video when working from home. Contact by phone or email [safeguardingconcern@burnsidecollege.org.uk](mailto:safeguardingconcern@burnsidecollege.org.uk) in the first instance in the priority order below:

Charlotte Jenkins: 07584192089

Marie Tatum: [m.tatum@burnsidecollege.org.uk](mailto:m.tatum@burnsidecollege.org.uk)

Fern Greenwell: [f.greenwell@burnsidecollege.org.uk](mailto:f.greenwell@burnsidecollege.org.uk)

*Please note: For the period coronavirus measures are in place, 'trained' DSLs will continue to be classed as DSLs (or deputy) even if they miss their refresher training. However, in school our DSLs (and deputies) will continue to do what they reasonably can to keep up to date with safeguarding developments, such as via local safeguarding partners, newsletters, professional advice groups, e-learning and webinars and pass this information to staff where relevant to ensure on-going safeguarding CPD in school.*

Where a trained DSL (or deputy) is not on site, in addition to one of the above options, a senior leader will take responsibility for coordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) or coordinating a response to an allegation or incident.

Whatever the scenario, school will ensure that staff and volunteers always have access to a trained DSL (or deputy) and know on any given day who that person is and how to speak to them

### What to do if you're worried about a child or young person

Following the lockdown period, we are aware there may be an increase in new safeguarding concerns about individual children as we see them in person. Normal safeguarding procedures should apply. Capacity to support this has been increased within the North Tyneside MASH team and through the MASH professional's helpline.

We will ensure relevant safeguarding and welfare information held on all children (including returning children) remains accurate by doing all we reasonably can to ask parents, carers and other multi-agency partners to advise of any changes regarding welfare, health and wellbeing that we should be aware of.

We will as a school, continue to be vigilant in all areas of safeguarding but recognise there may be an increase in particular areas of concern and will act and intervene appropriately, seeking support of other services and professionals where relevant. These may include but are not limited to the following-neglect, domestic abuse, online safety issues, exploitation, mental health issues, young carers. General advice for dealing with all areas of concern are noted below.

#### Receive

- React calmly; be aware of your non-verbal communication such as facial expressions if face to face
- If you don't understand the child's communication method, reassure the child, and find someone who can
- Don't interrogate the child, try to observe and listen, use active listening techniques
- Don't stop a child who is freely recalling significant events
- Keep responses short, simple, slow, quiet and gentle
- Don't end the conversation abruptly

#### Reassure

- Tell the child they are not to blame; and have done the right thing by telling you
- Tell the child what will happen next; be honest about what you can and can't do
- Don't promise confidentiality; say to the child, 'Some things are so important I might have to tell them to somebody else who can help'

#### React

- Explain what you have to do next and whom you have to tell
- Inform the DSL or deputy DSL immediately

- Make a record of the conversation. Your DSL or deputy DSL will help you with this if needed.

Also remember that

- Children are also capable of abusing their peers and we will continue to manage any report of such abuse and support for victims in line with the principles as set out in part 5 of [KCSIE](#) during this time regardless of the different circumstances we are operating in
- Abuse can happen online. See the additional information below on online safety.
- Prevent is a vital part of our work to safeguard children from radicalising influences, and it remains in operation in local authorities during this challenging time.
- Information about a pupil may sometimes only be shared with other staff on a need to know basis

### Reporting concerns about a child/young person

If you have concerns about a child's welfare,

- contact the available DSL (or deputy) in the first instance if available, even by phone as set out above.
- If not available, staff should then speak to another member of senior staff. This could be someone acting in place of the DSL.
- If a DSL or deputy DSL is not available and advice is needed, staff should call the MASH professionals helpline on 0191 643 5555.
- If a safeguarding referral is needed (MASH advice line can support this decision), staff should ring the Front Door number on 0345 2000 109.
- Report any actions to the DSL or deputy DSL as soon as is practically possible.
- Document all records of decisions made and actions taken.

### Working with others

The school will continue to work with relevant multi-agency professionals at this time to support pupils with child protection plans or any such agreed plans regarding pupil welfare. Louise Hall is working closely with those with special education needs such as those with Education, Health and Care Plans (EHCPs) and Marie Tatum and Charlotte Jenkins have close links with the virtual school head (VSH) for looked-after and previously looked-after children. Please update these staff if you have information in regard to the academic, wellbeing and welfare of children in these categories (only for non emergency concerns) or if requested to do so for the purpose of statutory reports. Meetings are still being held virtually and the information requested is important- as teaching and school professionals we have a duty to support these statutory processes . We will continue to have appropriate regard to data protection law but understand that does not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76 to 83 of [KCSIE](#).

Operation Encompass, a system which reports incidents of domestic violence to schools and Operation Endeavour, a system which reports incidents of missing children to schools will continue as normal but timings of the notifications to schools may vary slightly during this time. As a school we will consider these notifications to deem if the pupils involved are 'otherwise vulnerable' to decide if and what additional contact should be made in light of

new concerns. These are checked on a daily basis and appropriate actions taken by the student support team.

### Attendance

We understand that school attendance is a protective factor in many ways for children and especially where there are safeguarding concerns. Vulnerable children attendance is encouraged, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan), so that they can gain the educational and wellbeing benefits of attending. Vulnerable children that have not been attending in the recent period are expected to return where it is appropriate for them to do so. We will continue to work with relevant multi-agency partners and families to support appropriate returns to school and risk assessing the ongoing situation should they choose not to access a school place. For pupils with an EHC plan, schools have risk assessed their current attendance status as per North Tyneside SARS protocol. We will continue to monitor the wellbeing and welfare of those not attending on a weekly basis through phone calls with families.

### Supporting all pupils not in school

The DSL (or deputy) will provide support to teachers and pastoral staff to ensure that contact is maintained with children (and their families) who are not yet returning to school. In school we have identified some families needing further support who currently do not have a professional working with them- progress leaders are contacting these families weekly. It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the child protection policy and where appropriate referrals should still be made. To safeguard staff, calls should be via the school phones and devices where possible. All contact including phone contact and/or doorstep visits should be recorded as agreed with C. Jenkins. Any proposed visit should be discussed with C. Jenkins or M.Tatum. All visits should be carried out in line with the home visits/lone worker policy - the appropriate documentation to record these is behind main reception.

Many children defined as vulnerable will already have an allocated Children's Services Family Partner or Social Worker and they will have their welfare monitored by Children's Services for the duration of the public health crisis. In school we have identified some families needing further support who currently do not have a professional working with them- progress leaders are contacting these families weekly and in these cases, the school will make contact in the first instance with the MASH professional's helpline on 0191 643 5555 should concerns increase. We will also continue to follow up with any parent or carer whose child has been encouraged to attend and doesn't. To support the above, we will take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

## Code of conduct/staff behaviour policy

All school staff should already be aware of the school code of conduct in terms of staff behaviour in school. Please continue to apply these principles but also be mindful that during Covid 19 there are some additional expectations of all staff and students to ensure appropriate health and safety measures remain in place. This has been shared with staff and parents through parental bulletins. [Behaviour Policy Appendix \(Sept 2020\)](#)

Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by others and report and record any such incident to the head teacher, DSL or deputy DSL. We will update any visitors working in our school of our code of conduct and if you are working in a different setting, the DSL (or deputy) should update you on their code of conduct as every school can have different safer working practices.

The Safer Recruitment Consortium at the Local authority who produce Guidance for Safer Working Practices have also developed an addendum to their main document. Both the original and the addendum are [available here](#)

Burnside will continue to provide a safe environment, including online as we increase virtual lessons. This includes the use of an online filtering system and monitoring of this system. Any concerns that are raised will be passed to the DSL and deputies. In addition, parents will be given regular updates on how to ensure online safety through the weekly bulletins and the school website.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred if possible. Where not possible make sure the environment is neutral with no compromising items/pictures.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms provided by Burnside through logging into the school system to communicate with pupils
- Staff should record the length, time, date and attendance of any sessions held.

## Whistleblowing

If you have information that indicates that a staff member in school has engaged in unsafe or harmful behaviours, you have a duty to report this concern. This usually is reported to the Head Teacher. If at this time, they are not available, or if your concern is about the head teacher contact the DSL (or deputy DSL) or you can report these concerns yourself to the Local Authority Designated Officer (LADO) who is contactable on the Front Door number 03452000109.

## Online safety

As a school we are aware that most pupils are being educated at home. This may mean increased online risks involving pupils, their peers and staff in a variety of contexts. Any reported online contact that causes a concern will be dealt with by following the school's safeguarding procedures. As a school we recognise that each individual scenario may need a tailored response to an online issue which may need a response varying from contact with parents, children's social care and/or the police. We have reviewed our Acceptable Use policy, IT policy and other associated policies (e.g. social media policy) at this time and have reminded staff about adhering to acceptable online conduct, use of devices and social media posts/profiles. As a school we follow the guidance [available here](#) which includes information and links on the following areas.

- Safeguarding pupils and teachers online
- Reporting concerns
- Communicating with parents, carers and pupils
- Virtual lessons and live streaming
- Providing pastoral care remotely
- Personal data and GDPR
- Acceptable Use

## Further guidance

As a school, we will face unique challenges at this time, including as we welcome back more children and staff. Where reasonably possible and where relevant, the DSL (or deputy) will consider these challenges in a child protection context and reflect them in the child protection policy as appropriate. This may include but is not limited to the following.

- Attendance monitoring
- Staffing and recruitment
- Single Central Records
- Information Governance
- 'Wider opening and health and safety' risk assessments Personal care (including First Aid, medication and intimate care)
- Behaviour and exclusions