

Safeguarding and Child Protection Policy

COVID-19 Annex January - March 2021

Approved by:	Mrs M. Shah Chair of Governors / Safeguarding Governor	Date: 11/01/2021
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Important Contacts

ROLE	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Alan Hart	a.hart@alperton.brent.sch.uk safeguarding@alperton.brent.sch.uk School : 020 8902 2038 Mobile : 077963 85720
Deputy DSL	Candise Lazare	c.lazare@alperton.brent.sch.uk School : 020 8902 2038 Mobile : 074447 58226
Designated member of senior leadership team if DSL (and deputy) can't be on site	DSL and D-DSL contactable by phone if not on site.	
Headteacher	Gerard McKenna	g.mckenna@alperton.brent.sch.uk School : 020 8902 2038
Local authority designated officer (LADO)	Yvonne Prince	Yvonne.Prince@brent.gov.uk Office : 020 8937 2090
Chair of Governors	Mona Shah	mona.shah@alperton.brent.sch.uk School : 020 8902 2038

1. Scope and Definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the Department of Education and our local authority, London Borough of Brent.

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

The Department for Education's (DfE's) previous 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 by the school for other reasons, e.g. mental health

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, both for children still attending school and those at home.

Reporting concerns to the DSL, D-DSL, PM or via email to : safeguarding@alperton.brent.sch.uk

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.

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 in school, they can be contacted remotely by mobile phone (see contact numbers in the table on page 3 above)

We will keep all school staff and volunteers informed by our Daily Briefing as to who will be the DSL (or deputy) on any given day, and how to contact them via the member of SLT on duty for that day.

We will ensure that DSLs (and deputy), 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 coordinating safeguarding. This person will be named in the Daily Briefing. You can contact them via the main office who will contact the SLT member by radio.

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
- Update and manage access to 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

5. 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:

- Department of Education (DfE)

- 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

6. Monitoring Attendance

As most children will not be attending school during this period of school closure, we will be completing our registers online. The register for each class will be taken and submitted using MINTClass. Teachers are expected to complete a register for all their classes on the day the lesson is timetabled.

We will follow [guidance](#) from the Department for Education on how to record attendance and what data to submit.

The exception to this is where any child we expect to attend school during the closure doesn't attend, or stops attending. In these cases we will:

- Follow up on their absence with their parents or carers to find out the reason and log this information.
- 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.

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/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 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 don't 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. These will include students who have a historical social care contact and any identified by our pastoral team.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10 below.

10. 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.

Students who remain at home will be contacted by school. Any student with an allocated social worker will be contacted weekly by either the school or by the social worker who will update the school. In all cases, the decision to remain at home is a joint decision between the social worker and the family. Primary responsibility for the welfare of the student remains with social services.

The school will contact all vulnerable students on a rota basis. This will be using the phone, email and also using our online platform (Google Classroom). The pastoral team, with support from teachers and senior leaders will contact students on a regular basis. Priority is given to those who are considered vulnerable and those students who are not engaging with their online lessons.

We have agreed these plans with children's social care where relevant, and will review them on a monthly basis in line with case reviews.

If we can't make contact, we will make a referral to the relevant multi-agency support team (MASH) of the local authority. In addition, we will use the services of the attendance officers and local police to make house visits.

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 students' mental health that are also safeguarding concerns, and act on concerns immediately in line with the procedures set out in section 3 above.

For children at home, they will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any check-ins

Children are likely to be spending more time online during this period – see section 12 below for our approach to online safety both in and outside school.

See section 13 below for information on how we will support students' mental health.

11.1 Children Returning to School

The DSL (or D-DSL) 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 children return.

The DSL (and deputy) will be given time to support staff and children regarding new concerns (and referrals as appropriate) as children return to school.

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

11.1 Children at home

The school will maintain contact with children who are at home. Staff will try to speak directly to children at home to help identify any concerns. They will use school phones and devices to make calls home. Or, if necessary they will use personal phones but they will withhold their personal number.

Staff will look out for signs like:

- Not completing assigned work or logging on to school systems
- No contact from children or families
- Seeming more withdrawn during any class check-ins or video calls

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 online, they will continue to follow our existing [Information Technology and Information Systems Workforce Policy](#). 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 have put in place a [Remote Learning Policy](#) which sets out the details of procedures for teaching online when students are at home.

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.

13.3 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

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

We will also signpost all students, parents and staff to other resources to support good mental health at this time. When setting expectations for students 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.

We will continue to offer the services of Brent Centre for Young People (BCYP) to all existing referrals for counselling and therapy.

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.

The existing system for staff to refer or for students or for self-referral of older students will be kept in place. The Inclusion and Intervention Group (IIG) will continue to meet and assess existing referrals and action and new referrals made.

14. Staff Recruitment, Training and Induction

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.

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*.

14.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. This will be carried out by Human Resources in school. We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

14.3 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

We will decide on a case-by-case basis what level of safeguarding induction staff 'on loan' need. In most cases, this will be:

- A copy of our child protection policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

14.4 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.

15. Children Attending Other Settings

Where children are temporarily required to attend another setting, we will make sure the receiving school is provided with any relevant welfare and child protection information.

Wherever possible, our DSL (or deputy) and/or special educational needs co-ordinator (SENCO) will share, as applicable:

- The reason(s) why the child is considered vulnerable and any arrangements in place to support them
- The child's EHC plan, child in need plan, child protection plan or personal education plan
- Details of the child's social worker
- Details of the virtual school head

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this. We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

16. Monitoring Arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks by the DSL. At each review it will be approved by the Chair of Governors and the Safeguarding Governor.

17. Links with Other Policies

This policy links to the following policies and procedures:

- [Safeguarding and Child protection Policy](#)
- [Staff Code of Conduct Policy](#)
- [Workforce Information Technology and Information Systems Policy](#)
- [Health and Safety Policy](#)
- [Whistle-blowing Policy](#)