

Safeguarding and Child Protection policy

COVID–19 Addendum

Author	Ama Thandi
Date	September 2020
Version	2
Approved Date	September 2020
Review Date	May 2021

Contents

Context.....	3
1. From September 2020 all students are expected to return to Alderbrook School.....	3
2. Schools were asked to provide care for students who are vulnerable and students whose parents are critical to the COVID-19 response and cannot be safely cared for at home, during the closure period.....	3
Scope and definitions	3
Core safeguarding principles	3
Safeguarding partners advice & current practice.....	4
Phase one: Preparation for Closure.....	4
Phase two: Prioritising Need and Categorisation	6
Reporting Concerns about students or staff	7
Safer recruitment/volunteers and movement of staff.....	9
Monitoring attendance.....	9
Online safety	9
Inside school	9
Outside school – if a student is completing work online and are unable to attend due to Covid 19.....	9
Working with parents and carers	10
Mental Health	10
Peer on Peer abuse	10

Context

1. From September 2020 all students are expected to return to Alderbrook School.
2. Schools were asked to provide care for students who are vulnerable and students whose parents are critical to the COVID-19 response and cannot be safely cared for at home, during the closure period.
3. This addendum to our Safeguarding & Child Protection policy sets out details of our safeguarding arrangements for a full school reopening.
4. This addendum will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum fortnightly by Ama Thandi, DSL. At every review, it will be approved by representatives of the governing board.

Scope and definitions

5. This addendum applies to vulnerable students who are not attending school following the full reopening in September. It also applies to students who have been asked to self-isolate following a confirmed case and are being asked to work remotely. It reflects updated advice from our 3 local safeguarding partners. A 'safeguarding partner' is defined under the Children Act 2004 (as amended by the Children and Social Work Act 2017). Within Solihull the safeguarding partners are:
 - (a) Solihull Local Authority
 - (b) Birmingham and Solihull Clinical Commissioning Group
 - (c) West Midlands Police
6. Unless covered here, our normal safeguarding & child protection policy continues to apply.
7. The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:
 - Have a social worker, including children:
 - With a child protection plan
 - Assessed as being in need
 - Looked after by the local authority
 - Have an education, health and care plan

Core safeguarding principles

8. During these challenging times the safeguarding of all children at our school, whether they are currently at home or in attendance, continues to be our priority. The following fundamental safeguarding principles remain the same:
 - the best interests of students continue to come first
 - if anyone in our school has a safeguarding concern, they will act immediately
 - a designated safeguarding lead (DSL) or deputy DSL will always be available
 - no unsuitable people will be allowed to gain access to students

- students should continue to be protected when they are online.
9. We will still have regard to the statutory safeguarding guidance, Keeping Children Safe in Education 2020.

Safeguarding partners advice & current practice

10. We continue to work closely with our three safeguarding partners, and we will ensure this addendum is consistent with their advice. We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children. This will include expectations for supporting 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.
11. We received phase one and phase two guidance from the Senior Education Safeguarding Officer (Lorraine Lord). Lorraine Lord has liaised with our safeguarding partners. Based on this advice during lockdown we followed the advice set out.

Phase one: Preparation for Closure

12. The following activities were carried out in phase one:
- I. Review our Vulnerable student lists to identify:
 - Children on a Section 47 Child Protection Plan,
 - Children on a Section 17 Child in Need Plan,
 - Children who are looked after,
 - Children for whom an extended period of time at home will present an additional risk to the child,
 - Children who are acting as Young Carers
 - Children with a health care plan
 - Children engaged with the Youth Offending Service
 - II. Review each case and decide, based on the level of need/concern, the correct amount of contact required. Telephone call(s) should be undertaken whilst the school is closed. (The number of calls varies based on the level of need. Sharing how they can contact us in case of an emergency.
 - III. Divide the children between the DSL team and pastoral team and ensure that each member of the team knows which child they are allocated to.
 - IV. Any child where staying at home for a prolonged period raises concerns for the DSL a referral should be made to Children's Social Services outlining the risks as a child protection referral, and record this in line with school policy and using the school's child protection record systems.
 - V. Contact details of parents, social worker and any multi-agency professional working with the child are recorded on child protection records
 - VI. Invite identified students to school, as the school will remain open for them. Record the outcome of these conversations.

- VII. Inform the allocated social worker for all children on a CP/CiN/LAC who are not attending school that the child will be at home for the period of closure.
- VIII. For students who are not attending school, for whom there are current child protection concerns (child protection plan, child in need plan) the following activities will be completed:
- Undertake a contact phone/e-communication calls, depending on the risk assessment, noting the following points in the child protection record:
 - By speaking to the parents – any concerns or worries raised
 - By speaking to the child – any concerns or worries raised (not to be missed out)
 - Summarising the situation as reported
 - Noting any actions that need to be undertaken
 - Offer of food support through school. We are currently sending Tesco vouchers.
 - Liaising with all necessary professionals as usual.
 - Attending any planned review meetings, unless advised otherwise.
 - Continue to follow school child protection procedures to record and report concerns.
- IX. For students of vulnerable families, the following actions will be taken:
- Phone/e-comms contact once a week.
 - By speaking to the parents – any concerns or worries raised
 - By speaking to the child – any concerns or worries raised (not to be missed out)
 - Summarising the situation as reported
 - Noting any actions that need to be undertaken
 - Offer of food support through school. We are currently sending Tesco vouchers.
 - Use of child protection procedures to record and report
- X. Escalation of concerns/Unable to make contact with family
- Where concerns for a child at home escalate a referral should be made to Children's Social Care or, if at immediate risk, to the Police.
 - If we are not able to make contact , we will try again, review risk assessment & call Social Worker or Police (local school policing links such as PCSOs have now ceased to operate)
 - Operation Encompass will no longer be operating. Any concerns about domestic abuse should be reported in line with school policy and DVRIM/DASH tools used. Birmingham and Solihull Women's Aid continue to provide a service
 - The DSL team must meet weekly (this can be through a skype for business call), to discuss the status of each child they are working with, through a group supervision meeting which should be recorded.

Phase two: Prioritising Need and Categorisation

14. In phase two, the following reviews were undertaken:

- I. Review our vulnerable children's '**Keep in Touch**' list. This includes:
 - children and young people 'in need of a Social Worker' (Child Protection Plan, Child in Need Plan, Looked after child),
 - children and young people for whom an extended period of time at home will present an additional risk to the child,
 - children and young people who are acting as Young Carers
 - children and young people who are known to the youth offending service
 - children and young people receiving early help due to child protection concerns at thresholds 2 and 3
 - children and young people in Alternative Provision
 - children with an education, health and care plan (EHCP)
- II. Review each case and prioritise, based on the level of need/concern.

PRIORITY	CRITERIA	CONTACT/ATTENDANCE
Red – critical risk	Child protection plan Child in need plan Education health and care plan Looked after child Any other vulnerable pupil identified by DSL	Daily contact either <ul style="list-style-type: none"> - attending school or <ul style="list-style-type: none"> - contacted by staff
Amber – high risk		Attending school or contacted by staff every other day
Green – medium risk		Attending school or contacted by staff every 3 rd to 5 th day

- III. Weekly Supervision of case loads and submission of information to Children's Social Work. The following will be carried out:
 - The DSL team **must** co-ordinate a weekly meeting, to discuss the status of each child they are working with. Any concerns must be acted upon and raised with the social worker/duty desk or MASH. If needed please seek advice from the Senior Education Safeguarding Officer (Lorraine Lord).
 - We require this meeting takes place on Wednesday mornings weekly.
 - An overview of each pupil with an allocated social worker must be recorded on the pro-forma in Appendix A – which highlights the work done and the planned work for the coming week (to the following Wednesday) for each child.
 - The return should be submitted by e-mail to educationupdate@socialcare@solihull.gov.uk by the end of the working day on Wednesday of each week until further notice.

This is required to enable an overview of pupils receiving statutory intervention to be maintained, ensuring that we can work together to ensure our local authority teams all work together to provide a co-ordinated approach, and not all contact the family

on the same day. It will also enable the local authority social work team to prioritise their workload as they too are facing capacity issues due to the impact of COVID-19 on their service.

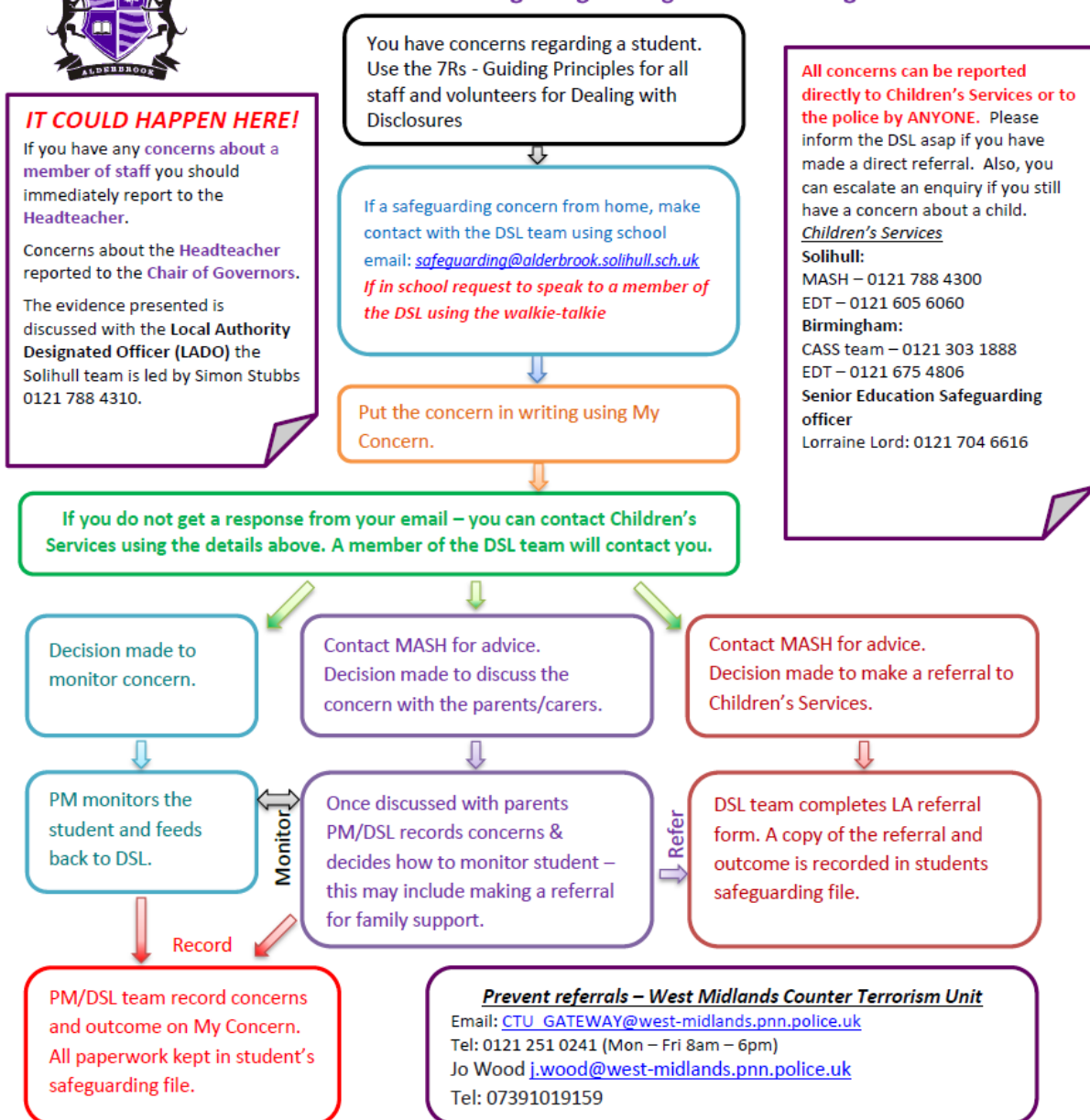
15. Based on the above advice from the Senior Education Safeguarding Officer (Lorraine Lord), we are contacting our vulnerable families as required, based on risk. We are reporting weekly to the Local Authority, liaising regularly with external agencies, participating in conference calls, in regular contact with the pastoral team, keeping accurate records of contact with families and conducting weekly virtual meeting with 4 members of the DSL and Pastoral team.
16. 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, or who would normally receive additional pastoral support in school. We will work with parents/carers, if these children are not be attending school, we will remain in contact with these families.
17. All contact of students with education, health and care plans is coordinated by the SEND team, who will also be keeping accurate records of contact with parents and students.






Reporting Concerns about students or staff

18. The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our Child Protection procedures.
19. The roles and responsibilities for safeguarding in our school remain in line with our Safeguarding & Child Protection Policy.
20. As there is a full school reopening, there will a member of the DSL team available in school at all times. They will be available to manage any safeguarding referrals that may occur following lockdown.
21. Staff must follow the referral system as outlined in the main school policy.
22. If you have any **concerns about a member of staff (including supply teachers)** you should immediately report to the **Headteacher**.
23. Concerns about the **Headteacher** should be reported to the **Chair of Governors**.
24. The evidence presented is discussed with the **Local Authority Designated Officer (LADO)** the Solihull team is led by Simon Stubbs 0121 788 4310.
25. The flow chart from the main Safeguarding policy must be used for raising safeguarding concerns.



Flow chart for raising Safeguarding concerns during Covid 19



SAFEGUARDING ROLES AT ALDERBROOK					
Miss Ama Thandi	Mrs Anna Allen	Ms Selina Dempsey	Mrs Clare Massey	Mrs Jo Wright	Mr Pete Johnson
AHT: Pastoral DSL	AHT: Sixth Form Deputy DSL	DMS: LAC & PLAC Deputy DSL	Pastoral PA L2 Trained	SENDCo L2 Trained	Safeguarding Governor
					

Safer recruitment/volunteers and movement of staff

26. It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.
27. When recruiting new staff, we will continue to follow our Safer Recruitment procedures.
28. For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2019. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity. We will not be appointing any volunteers during this period of time.
29. It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will only have Alderbrook staff on site working with our students.
30. We will not accept any volunteers of "staff on loan" from other school on school site to work with our students. Nor will any Alderbrook staff be redeployed to any other educational settings.

Monitoring attendance

31. As all students are expected to attend school, we will be following our Attendance policy when recording attendance and managing absences.
32. We will report daily to the Department for Education on the requesting document.
33. Our Education Welfare officer will continue to make contact with families she was previous working with.
34. If a student that is timetabled to be in school and they are absent, if parents do not contact us we will continue to make contact.

Online safety

Inside school

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

Outside school – if a student is completing work online and are unable to attend due to Covid 19

36. Where staff are interacting with children online, they will continue to follow our existing procedures.
37. 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 this addendum.
38. 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. A letter from the mental health services has been sent to students.

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

A letter outlining all these details has been sent to parents.

Mental Health

39. Where possible, for students not in school, we will continue to offer our current support for pupil mental health for all students. We will be redirecting Mr Jones and Mr Liversuch to continue with mentoring via telephone.
40. Our Education Welfare officer will continue to make contact with families where parents have reported that their child is feeling anxious.
41. We will also signpost all students, parents and staff to other resources to support good mental health at this time.
42. 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.

Peer on Peer abuse

45. We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures. If we are informed of any incidents we will manage the incident in line with school policy,
46. 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.
47. Staff should continue to act on any concerns they have immediately, following the guidance in the schools safeguarding and child protection policy.