

# Child protection and safeguarding: COVID-19 addendum

Falinge Park High School



**Approved by:**

Paul Young on behalf  
of the Governing Body

**Date:** April 20, 2020

**Last reviewed on:**

21<sup>st</sup> June 2020 with updates

**Next review due by:** 17<sup>th</sup> July 2020 or earlier if there are updates to guidance

## Contents

Important contacts .....	2
1. Scope and definitions .....	3
2. Core safeguarding principles .....	3
3. Reporting concerns.....	4
4. DSL (and deputy) arrangements .....	4
5. Working with other agencies .....	5
6. Monitoring attendance .....	5
7. Peer-on-peer abuse.....	6
8. Concerns about a staff member or volunteer .....	6
9. Support for children who aren't 'vulnerable' but where we have concerns .....	6
10. Safeguarding for children not attending school .....	7
11. Online safety .....	7
12. Mental health .....	8
13. Staff recruitment, training and induction .....	9
14. Safeguarding and clustering in Rochdale schools .....	10
15. Monitoring arrangements.....	11
16. Links with other policies.....	12

## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Julia Turrell	<a href="mailto:turrellj@falingepark.com">turrellj@falingepark.com</a> 07870172116
Deputy DSL	Simon Ward	<a href="mailto:wards@falingepark.com">wards@falingepark.com</a> 07870172114
Safeguarding Officer	Kate Broadhurst	<a href="mailto:broadhurstk@falingepark.com">broadhurstk@falingepark.com</a> 07970052057
Designated member of senior leadership team if DSL (and deputy) can't be on site	Louise Pottinger Lucy Tasker Sarah-Jane York	<a href="mailto:pottingerl@falingepark.com">pottingerl@falingepark.com</a> 07814452046 <a href="mailto:taskerl@falingepark.com">taskerl@falingepark.com</a> 07816452421 <a href="mailto:yorks@falingepark.com">yorks@falingepark.com</a> 07870172115

ROLE	NAME	CONTACT DETAILS
Headteacher	Janice Allen	<a href="mailto:allenj@falingepark.com">allenj@falingepark.com</a>
Local authority designated officer (LADO)	Louise Hurst	<a href="mailto:lado@rochdale.gov.uk">lado@rochdale.gov.uk</a> 0300 303 0350
Chair of governors	Paul Young	

## 1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from Rochdale Borough Safeguarding Children Partnership (RBSCP).

Our three safeguarding partners are:

- Rochdale Local authority (LA)
- Clinical commissioning group within the LA
- Chief office of police within the LA

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) 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 (EHC) plan

## 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.

Staff should continue to raise any concerns about a pupil via our online recording system MyConcern. In addition, they can contact the Safeguarding Leads and Safeguarding Officer by phone and/or email.

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

Although the aim would be to have a trained DSL, or deputy DSL on site wherever possible, as we operate an online safeguarding system, MyConcern, and use SIMs, safeguarding can be done remotely.

From 22.06.2020 the DSL will be on site daily. The Safeguarding Officer lives locally and if required can be on site within 25 minutes. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum and below.

If our DSL (or deputy) or safeguarding Officer can't be in school, they can be contacted remotely as follows:

Julia Turrell	<a href="mailto:turrellj@falingepark.com">turrellj@falingepark.com</a>	07870172116
Simon Ward	<a href="mailto:wards@falingepark.com">wards@falingepark.com</a>	07870172114
Kate Broadhurst	<a href="mailto:broadhurstk@falingepark.com">broadhurstk@falingepark.com</a>	07970052057

If our DSL (or deputy) is unavailable, we will share a DSL with Spotland Primary School. Their DSL (or deputy) can be contacted as follows:

Mrs Kathryn Jagger (Designated Safeguarding Lead DSL) Tel: 01706 648198  
[kjagger@spotland.rochdale.sch.uk](mailto:kjagger@spotland.rochdale.sch.uk)

Mrs Shelley Wood (Deputy Designated Safeguarding Lead DDSL) Tel: 01706 648198  
[swood@spotland.rochdale.sch.uk](mailto:swood@spotland.rochdale.sch.uk)

If a DSL from another school is required, we will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

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

If for any reason, the DSL is not on site, a senior leader where necessary will take responsibility for co-ordinating safeguarding. This will be one of the Assistant Headteachers: Louise Pottinger, Lucy Tasker, Sarah-Jane York. You can contact them by:

<a href="mailto:pottingerl@falingepark.com">pottingerl@falingepark.com</a>	07814452046
<a href="mailto:taskerl@falingepark.com">taskerl@falingepark.com</a>	07816452421
<a href="mailto:yorks@falingepark.com">yorks@falingepark.com</a>	07870172115

The senior leader will be responsible for liaising with the off-site DSL (or deputy/Safeguarding Officer) 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:

- Our 3 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

The following guidance is currently in place:

- [www.rbscp.org](http://www.rbscp.org)
- Business Continuity Plan for Rochdale Safeguarding Unit Child Protection Processes and LAC Reviews – Version 1 – 19/03/2020
- Information from Rochdale SEND Assessment Team regarding pupils with EHCPs and assessment of need for EHCPs eg. SEND Covid19Update 03.04.2020
- Information from Virtual Schools in the local authorities responsible for our Looked After Children

### Working with Third Party Organisations

As part of the school's curriculum offer during the school closure related to COVID-19 there may be opportunities where the school will work alongside third party organisations in order to enhance the curriculum available to students. This may involve third parties communicating directly with students from Falinge Park High School via approved channels including student e-mail, google classroom and an online video conferencing package.

All safeguards will be expected to be established and maintained with outside organisations and speakers prior to, and during the time of working together. These will include DBS checks, content approval, authorised communication routes and ongoing monitoring processes to ensure student safety.

Further details and permission will be communicated directly to students and parents/carers via school communication channels prior to students being engaged in work of this nature.

## 6. Monitoring attendance

From the 22/06/2020 the school is accepting more students back into school. This includes a greater number of critical worker and vulnerable students made up of INA, students involved with social care and those with EHCPs or other needs. In addition we will be bringing a maximum of 50 Y10 students back each day to engage with face to face contact on the school site to supplement their online curriculum provision. As such the school will now engage in taking a full attendance registers through the normal management information system (SIMS).

It has been agreed that those eligible students who have been invited in on each day and who have confirmed their attendance will be contacted by the school's Attendance Lead if they do not attend. This phone call will identify if the student's absence is linked to general illness or is caused by self-isolation, shielding or a confirmed/suspected case of coronavirus itself. In the case where a social worker is involved they will also be notified. The absence will be recorded using a "I" or "y" code as identified by the DFE. All other students who have not been invited in will be coded with an "x" code. No forms of absence will be classed as "unauthorised" during this time, therefore the child or parents will not be penalised for non-attendance.

In addition we are using the Department for Education's daily education status form to keep an accurate record of who is attending school and provide the government and local authority with key information regarding attendance. The school will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

To make sure we have up-to-date emergency contact details, and additional contact details where possible, we have made phone calls home to all parents and carers and where contact has not been made, emails have been sent. If there has still been no response, home visits have been undertaken to get the most up-to-date emergency contact details. Additional calls have been made to pupils entitled to free school meals and up-to-date email addresses have been recorded.

Where schools are operating in clustering arrangements, each school will continue to register its own pupils.

Supporting schools with the critical worker list and supporting critical workers with school places is [Katie.Digiorgi@Rochdale.Gov.UK](mailto:Katie.Digiorgi@Rochdale.Gov.UK) and [Jo.Manfred@Rochdale.Gov.UK](mailto:Jo.Manfred@Rochdale.Gov.UK)

## 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.

The procedures as set out in our Safeguarding and Child Protection Policies will be followed. Actions will be taken and support provided remotely where possible.

## 8. 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.

Concerns regarding staff and volunteers will be referred to the Headteacher, Janice Allen. Concerns regarding the headteacher will be referred to the Chair of Governors, Paul Young.

Where appropriate, concerns will be referred to the LADO, Louise Hurst. If she is not available, Sue Thomas and Jacqui Tomlin will deputise. Tel: 0300 303 0350

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. 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 are children who have previously had a social worker, or who haven't met the threshold for a referral but where staff have raised concerns.

If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

## 10. Safeguarding for children not attending school

### 10.1 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

These plans set out:

- How often the school will make contact - daily
- Which staff member(s) will make contact – members of the Pastoral Team and SEND Team who have relationships with the children and their families
- How they will make contact – via phone calls
- These contacts are recorded on google docs and quality assured daily by Louise Pottinger, Julia Turrell, Kate Broadhurst and Michelle Kowalski (SENCO) to establish where contact has not been made or there are concerns.

We have agreed these plans with children's social care where relevant, and will review them at least monthly. Sooner where required.

If staff can't make contact, they will email the Safeguarding Lead and Safeguarding Officer and record concerns on MyConcern. This will also be picked up through the daily quality assurance process. The DSL and Safeguarding Officer will conduct home visits, where possible together. Where necessary concerns will be escalated via EHASH and may involve referrals to children's social care and/or the police.

### 10.2 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 particular, children are likely to be spending more time online (see section 11 below).

## 11. Online safety

### 11.1 In school

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

If IT staff are unavailable, our contingency plan is to use IT staff from:

Watergrove Trust, The Watergrove Centre, Birch Road, Rochdale, OL12 9QN, Tel: 01706 399232.

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing E-safety and Acceptable Use Policies (staff and pupils), Social Media Policy and Guidance for Safer Working Practice for those Working with Children in Education and Early Years Settings (May 2019).

Teaching staff are using Google Classroom to engage in online teaching and learning with pupils. Remote learning on Google Classroom can be viewed by a third person, usually the Subject Lead for quality assurance and safeguarding purposes. Teaching staff have been requested not to phone pupils.

For support staff making phone calls and sending emails to parents and pupils protocols are in place to protect personal information and to safeguard children, families and themselves.

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.

### **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, 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

Information is available on our school website.

## **12. Mental health**

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

Pastoral and SEND staff are making daily or regular contact calls to our more vulnerable pupils, including those with SEND. Staff have been given information to help them signpost pupils and families for further help and support.

Information on our website includes the following sections:

- Student Information – keeping yourself safe
- Government advice
- Support
- Keeping yourself safe online

This enables us to signpost all pupils, parents and staff to other resources to support good mental health at this time.

Our Speech and Language Therapist, Mental Health Practitioner and Early Break Workers are continuing to support remotely the pupils and families they are already involved with. Resources from Rochdale Additional Needs Service are also being shared with identified pupils and their families.

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.



## 13. Staff recruitment, training and induction

### 13.1 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.

### 13.2 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. These risk assessments will be undertaken by the DSL and/or the Headteacher.

We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

### 13.3 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 Safeguarding and Child Protection policy, Safeguarding and Child Protection Additional Information and Support policy and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

### 13.4 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.

We will use the single central record to log:

- Everyone working or volunteering in our school each day, including staff 'on loan'

- Details of any risk assessments carried out on staff and volunteers on loan from elsewhere

## 14. Safeguarding and clustering in Rochdale schools

Where schools and colleges collaborate and children and/or staff from multiple settings are clustered in one place, the principles in Keeping children safe in education (KCSIE) and the interim guidance continues to apply. In particular, the school or college that is acting as the 'host' within the cluster should continue to;

- Provide an environment that keeps children safe
- Ensure all staff and volunteers have been appropriately checked
- Ensure that risk assessments are carried out as required
- Liaise with the Fair Access team for additional advice on clustering arrangements and safeguarding via the fair access inbox, [fairaccess@rochdale.gov.uk](mailto:fairaccess@rochdale.gov.uk)

Lead - Janet Lloyd 01706 925066, the team supporting will be Philip Rodda on 01706 927715, Rachel Blackburn on 01706 925208, Natalie Andrew on 01706 925293. Safeguarding support can be accessed via Claire Heap, Education Safeguarding Officer on 01706 925179 or [claire.heap@rochdale.gov.uk](mailto:claire.heap@rochdale.gov.uk)

Within Rochdale, we are taking a staged approach to clustering.

### **Stage 1 cluster arrangements – where schools are sharing a site but not merging children and staff**

Within this form of clustering, schools will retain individual, separate identities, even if they are operating from a different physical location – the 'host school'. In the event that a school enters into this form of clustering arrangement, it is imperative that as far as possible, the school which has the child and young person on roll 'the home school', retains the responsibility for the following and has leadership arrangements in place to include appropriate arrangements to meet the requirements of the Designated Safeguarding Lead;

- The provision the child/young person will access
- The arrangements for safeguarding whilst on site at a different school
- Maintaining contact and communication with parents and carers
- Monitoring the attendance of children and young people
- Providing multi-agency reports
- Participation in multi-agency safeguarding conferences

If circumstances prevent the 'home school' from maintaining the responsibility for the above then the LA Education Safeguarding Officer, Claire Heap and Head of Schools, Gillian Barratt should be informed of this to support the delivery of this responsibility from the 'host school.'

### **Stage 2 cluster arrangements – where schools are sharing a site and merging children and staff**

There may eventually be circumstances that require schools to move to clustering arrangements in which children and staff attending the 'host school' combine.

### **Children moving schools and colleges through clustering arrangements**

School or college whose children are attending another setting under a Stage 2 clustering arrangement should do whatever they reasonably can to provide the receiving institution with relevant welfare and child protection information about vulnerable pupils.

- The receiving institution should be aware of the reason the child is vulnerable and any arrangements in place to support them.
- As a minimum, the receiving institution should, as appropriate, have access to a vulnerable child's EHC plan, child in need plan, child protection plan or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).
- This should happen before a child arrives and, where that is not possible as soon as reasonably practicable.
- Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans.
- However, it is acknowledged this may not always be possible. Where this is the case, senior leaders should take responsibility.

For looked-after children, any change in school should be led and managed by the VSH with responsibility for the child. In Rochdale this is Christopher Tyler and the Cared for Children team, please contact; [christopher.tyler@rochdale.gov.uk](mailto:christopher.tyler@rochdale.gov.uk)

The existing workforce may move between schools and colleges on a temporary basis in response to COVID-19. The receiving school or college should judge, on a case-by-case basis, the level of safeguarding induction required.

In most cases, the existing workforce will already have received appropriate safeguarding training and all they will require is

- A copy of the receiving setting's child protection policy
- Confirmation of local processes for contacting LADO and EHASH
- Confirmation of DSL arrangements
- Risk assessment of the classroom/areas being used in the new setting
- Map of the school with fire plan arrangements
- Agreed drop off and collection arrangements for children and parents

Whilst schools and colleges must continue to have appropriate regard to data protection and GDPR, they do not prevent the sharing of information for the purposes of keeping children safe. Further advice about information sharing can be found at paragraphs 76-83 of KCSIE.

## 15. 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 2 weeks by Julia Turrell, Designated Safeguarding Lead. At every review, it will be approved by the full governing board.

## 16. Links with other policies

This policy links to the following policies and procedures:

- Keeping Children Safe in Education (September 2019)
- Staff Code of Conduct - DfE Guidance for Safer Working Practice for Adults who work with Children and Young People in Education (May 2019) and also Rochdale Borough Council Guidance for Safe Working Practice for those Working with Children in Education and Early Years Settings (revised January 2017)
- Safeguarding and Child Protection policy
- Safeguarding and Child Protection Additional Information and Support
- Staff e-safety and Acceptable Use policy
- Pupil e-safety and Acceptable Use policy
- Social media policy
- Compelling behaviour policy
- Anti-bullying policy
- Whistleblowing policy
- Health and safety policy (Emergency Plans)