



St James' CE Primary School Child Protection Policy Addendum in response to Covid-19

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Date shared with staff: **15th January 2021**

This addendum will be reviewed following any updates to national and local guidance and procedures and reshared as required.

1. Key School Contacts

	Name	School email	School Phone Number
Designated Safeguarding Lead (DSL)	Lucy Hayward	lhayward@st-james.kent.sch.uk	01892 523006
Deputy Designated Safeguarding Leads	Christina Dennett Sarah Greenfield Angie Pierce (FLO) Penny Wardell (Senco)	cdennett@st-james.kent.sch.uk sgreenfield@st-james.kent.sch.uk apierce@st-james.kent.sch.uk pwardell@st-james.kent.sch.uk	01892 523006
Headteacher	John Tutt (DSL supervision)	headteacher@st-james.kent.sch.uk	01892 523006
Chair of Governors	Stephen Pollard	spollard@st-james.kent.sch.uk	
Safeguarding Governors	Jess Austen Matt Atkinson	jausten@st-james.kent.sch.uk matkinson@st-james.kent.sch.uk	

2. Context

- On 4th January 2021 parents were asked to keep their children at home again, wherever possible, as part of the response to coronavirus (COVID-19). Schools were asked to provide care for a [limited number of children](#); children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.
- The way St James' CE Primary School is currently operating in response to coronavirus is fundamentally different, however, our safeguarding principles in accordance with '[Keeping Children Safe in Education](#)' (KCSIE) 2020, remain the same:
 - the best interests of children will always come first

- if anyone has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy DSL is available
- unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children will continue to be protected when they are online
- This addendum of St James' CE Primary School Child Protection policy contains details of any amendments to our existing safeguarding arrangements and should be read alongside our current policies and procedures found on the school website and in the Policies folder on SharePoint
- All staff and volunteers will be aware of the policy addendum and any revisions; the addendum will be made available via the school website and in the Policies folder on SharePoint.
- The school will continue to keep up to date and act in accordance with the government guidance regarding education provision during the coronavirus outbreak:
<https://www.gov.uk/coronavirus/education-and-childcare>

3. Designated Safeguarding Leads (DSLs)

- A DSL (or deputy) will be present on-site. If this is not possible for any reason, a named DSL will be available to be contacted via phone or video call.
 - Should this not be possible, St James' CE Primary School will share a DSL or deputy from another school, who will be available to be contacted via phone or video call. (Lisa Sprigmore – Lead DSL Temple Grove Academy)
- Where a trained DSL (or deputy) is not on site, in addition to the above, Angie Walker will assume responsibility for co-ordinating safeguarding on site.
 - This will include updating safeguarding files and liaising with the offsite DSL (and deputies) and as required liaising with social workers where they require access to children in need and/or to carry out statutory assessments at the school.
- All staff and volunteers on-site will have access to a trained DSL (or deputy) and know on any given day who that person is, and how they can speak to them.
 - Up to date details of the DSL/Deputy DSLs will be visible to staff and children.
- The DSL/Deputy DSL's will continue to engage with social workers and attend all multi-agency meetings remotely.

4. Vulnerable Children

- Vulnerable children are those across all year groups who:
 - are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child.
 - have an education, health and care (EHC) plan and it is determined, following risk assessment, their needs can be as safely or more safely met in school.
 - have been assessed as otherwise vulnerable and could therefore benefit from continued attendance.
- There is an expectation that children with a social worker will attend, unless in consultation with the child's social worker and family it is agreed they are at less risk at home or in their placement for example due to underlying health conditions.
- Where vulnerable children are not attending school, we will regularly keep in contact with them through weekly calls.
- St James' CE Primary School recognises the importance of working in partnership with other professionals, such as social workers, early help workers and virtual school heads (VSH),

involved with children and will continue to share relevant information, such as attendance and any welfare concerns, with them.

- Safeguarding concerns will be shared with the relevant professional as soon as possible.

5. Attendance

- No one with symptoms should attend school for any reason.
- Vulnerable children's attendance is expected, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan.
- St James' CE Primary School will follow up with family/carers where children are supposed to be attending but do not.
- In all circumstances where vulnerable children do not take up their place, or attendance discontinues, St James' CE Primary School will notify their social worker or equivalent and will follow up with the family/carer.
- St James' CE Primary School will follow up with families/carers that have arranged a place for their child/children (namely critical workers or children that are considered vulnerable but not open to any agencies) and do not attend.
- St James' CE Primary School will ensure that regular contact is maintained with children (and their families) who are not attending. With support from the DSL, teaching and/or pastoral staff will maintain contact with children, where possible and appropriate.
 - Staff will make calls from the school site and/or via school phones and devices.
 - If a school phone is not available or accessible, phone calls will be made from withheld numbers so personal contact details are not visible.
 - Staff will record the date, time and attendance of calls to children and/or families.
- To ensure contact can be maintained, St James' CE Primary School will confirm emergency contact numbers are correct with parents/carers and ask for any additional emergency contact numbers where they are available.

6. Reporting Safeguarding Concerns

- Where any concerns are raised about learners or staff, St James' CE Primary School will follow existing and updated local arrangements as set out by [Kent Safeguarding Children Multi-Agency Partnership](#) (KSCMP) and as outlined in our existing child protection policy.
- All staff will continue to look out for any signs that indicate a child may be at risk, on and off site, including online.
 - If a member of staff or volunteer has any safeguarding concerns about a child, this will be reported to the DSL as soon as possible.
 - If the concern is urgent, the member of staff/volunteer will speak to a DSL in person or via phone/video call if they are not on site, immediately.
 - In the event a member of staff or volunteer cannot contact a DSL, this will not delay them taking immediate action to safeguard a child.
 - Concerns will be recorded using existing safeguarding processes as outlined in our Child Protection Policy. Concerns will be recorded using CPOMS electronic recording system or on a paper 'green form' found in either school staff room. If the member of staff is working from home and does not have access to either of these methods of recording they should speak to a DSL who will record the concern on their behalf.
- Prevent is a vital part of our work to safeguard children from radicalising influences; the school will continue to follow local processes where we have concerns during this challenging time.
- Learners are encouraged to report safeguarding concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed (as appropriate to children's age/ability) online via:
 - Childline: www.childline.org.uk

- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): www.ceop.police.uk/safety-centre
- Parents/carers are encouraged to report concerns via existing systems as outlined in our Child Protection Policy.
- Where staff are concerned about an adult working with learners, they should report the concern to the headteacher.
 - If there are concerns about the behaviour of any member of staff or volunteer, the LADO service will be consulted with.
 - Concerns around the headteacher should be directed to the Chair of Governors.

7. Movement of Children

- If children are attending another setting, the school will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information, especially if children are vulnerable.
 - For looked-after children, any change in setting will be led and managed by the virtual school head with responsibility for the child.
 - The receiving institution will be made aware of the reason any child is vulnerable and any arrangements in place to support them. This will take place ideally before a child arrives or as soon as reasonably practicable.
 - Any exchanges of safeguarding information will take place between DSLs (or a deputy) and SEND information will be shared by special educational needs co-ordinators/named individual with oversight of special educational needs (SEN) provision for children with EHC plans.
 - If this is not possible, John Tutt, Headteacher, will take responsibility.
- The school will continue to have appropriate regard to data protection law but is aware this does not prevent the sharing of information for the purposes of keeping children safe.

8. Safer Working Practice, including Staff Training and Induction

- All staff will follow our existing staff code of conduct and any addendum updates with regards to safer working practice, both on and off site.
- Staff will continue to follow any updates to the school code of conduct which have been made to reflect current Covid-19 measures.
- DSLs will continue to access appropriate training (including remotely) and other additional resources to ensure they are up to date with local and national guidance.
- All existing staff have read KCSIE 2020 Part 1 and accessed safeguarding training.
 - Staff will be made aware if any processes have changed with the sharing of this addendum and the DSL will communicate any changes to local processes directly.
- All new staff and volunteers will have an induction provided via the DSL and will be provided with a copy of our Child Protection Policy and this Covid-19 Addendum.
- Staff may move between settings on a temporary basis; consideration will be given by the receiving school DSL as to what induction they need on a case by case basis, dependent on existing skills and knowledge. Transferring staff will always be given a copy of the receiving setting's child protection policy, confirmation of local processes and confirmation of DSL arrangements.

9. Safer Recruitment, Volunteers and Movement of Staff

- It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

- If St James' CE Primary School recruit new staff during this period, we will continue to follow the relevant safer recruitment practices including those identified within KCSIE 2020.
- If volunteers are recruited St James' CE Primary School will continue to follow the guidance in accordance with KCSIE 2020 and with a mind to updates to the [Safer Working Practice Guidance](#) produced as a response to Covid-19.
 - Volunteers who have not had the relevant checks will not be left unsupervised with a child.
- If staff from other settings volunteer or begin working at St James' CE Primary School we will ensure they have a relevant DBS check following DfE guidance at this time. St James' CE Primary School will risk assess staff from other settings, as we would for a volunteer.
- If staff are deployed from another education or children's workforce setting to our school, we will accept portability if the current employer confirms in writing that:
 - the individual has been subject to an enhanced DBS and children's barred list check
 - there are no known concerns about the individual's suitability to work with children
 - there is no ongoing disciplinary investigation relating to that individual
- A new DBS check for returning staff who have continued to be employed but have not been working in regulated activity is not required, however, if for any reason the school have concerns about an individual, we may obtain a new check.
- In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on [standard and enhanced DBS ID](#) checking to minimise the need for face-to-face contact. The Home Office and Immigration Enforcement have also temporarily adjusted the [Right to work checks](#) due to coronavirus (COVID-19).
 - St James' CE Primary School will continue to refer to the DBS anyone who has harmed or poses a risk of harm to a child in accordance with KCSIE 2020.
- St James' CE Primary School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) where appropriate. During Covid-19 measures, all referrals will be made by emailing Misconduct.teacher@education.gov.uk.
- St James' CE Primary School will continue to update the single central record in line with KCSIE. (Paragraphs 148 to 156)
 - The SCR will provide the means to log everyone that will be working or volunteering in the school on any given day, including any staff who may be on loan from other institutions.
 - The SCR will be used to log details of any risk assessments carried out on volunteers and staff on loan from elsewhere.

10. Supporting Wellbeing

- St James' CE Primary School recognises that staff, parents/carers and learners may experience some degree of emotional wellbeing or anxiety challenges during this time. Many children consider school to be a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- St James' CE Primary School will ensure that all children are supported. Staff will address the wellbeing of learners through a range of age/ability appropriate approaches and pastoral support will be provided as appropriate and as required.
- St James' CE Primary School is conscious of the wellbeing of all staff and the need to implement flexible working practices in a way that supports staff and promotes good work-life balance. Senior leaders and the DSL (or a deputy) are available to provide support to staff as required.
- Teachers will be aware of the impact the current circumstances can have on the mental health of learners and their families who are working from home, including when setting expectations for children's' work.

- St James' CE Primary School will signpost staff, learners and parents/carers, on or off site, to a range of appropriate sources of support, internally and externally.

11. Supporting Children in School

- St James' CE Primary School is committed to ensuring the safety and wellbeing of all its learners.
- St James' CE Primary School will be a safe space for all children to attend and flourish. A senior member of staff will ensure that there are appropriate staff on site and that staff to learner ratios have been considered to maximise the safety of children.
- St James' CE Primary School will follow the current government guidance in relation to social distancing and all matters relating to public health from the respective websites and outlets (<https://www.gov.uk/coronavirus> and <https://www.nhs.uk/conditions/coronavirus-covid-19/>).
- St James' CE Primary School will ensure that all children who are either categorised as vulnerable or children of critical workers and are in attendance are appropriately supported.
- St James' CE Primary School will continue to record any support provided to children in relation to safeguarding issues on their respective safeguarding recording system.

11.1 Peer on Peer Abuse

- St James' CE Primary School continues to recognise and respond to cases of Peer on Peer abuse by considering each incident on a case by case basis and basing any intervention on usual processes outlined within KCSIE 2020.
- St James' CE Primary School recognises that the current circumstances and the changeable nature of current Government guidance may mean that the school may need to adapt elements of the process in some cases to ensure that they are able to respond in line with Government advice when required.
- The DSL will continue to consult as appropriate with multi-agency professionals to ensure that children's safety and wellbeing is not compromised when incidents of peer on peer abuse are brought to their attention.

11.2 Online Safety

- St James' CE Primary School expectations with regards online behaviour and education when using school provided devices or internet access on site will continue to be implemented in line with existing policies.
- Any concerns regarding online behaviour or use will be responded to in line with existing school policies.
- St James' CE Primary School will continue to provide a safe online learning environment where learners use school provided devices on site; appropriate filtering and monitoring will continue to be implemented as outlined in the school child protection policy.
 - Learners internet use will be supervised by staff according to their age and ability and learners will be directed to use appropriate online resources and tools.
 - Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing mobile technology policy.

12. Supporting Children Not in School

- St James' CE Primary School will continue to ensure the safety and wellbeing of all children and young people that remain on the school roll
- All staff will continue to identify those vulnerable children that would benefit from Early Help as identified in KCSIE 2020; DSLs will ensure they have access to appropriate pastoral support and will consider whether they would benefit from external support.

- There will be clear plans around how best to communicate with learners who are identified as vulnerable, as well as those about whom DSLs have concerns about who do not receive a statutory service. This could include telephone contact and/or doorstep visits at the discretion of the DSL.
- St James' CE Primary School and the DSL will work closely with all relevant agencies and professionals regarding safeguarding a child not on site. Any plans will be reviewed regularly and if concerns become significant, the DSL will make requests for support if considered appropriate.
- St James' CE Primary School recognises that this is a difficult time for children and young people who consider school as a safe place and the current situation may impact on learners', staff and parent/carers mental health.
- Guidance for parents/carers is available from the DfE regarding ['Supporting your children's education during coronavirus \(COVID-19\).'](#)
- The school will utilise its website and letters to ensure that appropriate safeguarding messages are shared with children and their families. This will include links to appropriate services and resources that are aimed at supporting them throughout this period.

12.1 Online Safety Away from School

- St James' CE Primary School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place:
 - within school hours (8am – 6pm) as much as possible.
 - with staff using school devices over personal devices wherever possible and in line with our existing Acceptable Use Policy (AUP). Where this is not possible, staff will speak with SLT.
 - using school provided or SLT approved communication channels; for example, school provided email accounts, phone numbers (inform SLT and use 141 if using a personal device) or Microsoft 365.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. St James' CE Primary School will be clear who from the school their child is going to be interacting with online.
- Where parents/carers opt to supplement the schools remote learning offer, we emphasise the importance of securing online support from a reputable organisation and/or individuals who can provide evidence that they are safe and can be trusted to have access to children.
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parent controls are implemented at home.
- Staff and learners will engage with remote learning in line with the existing behaviour principles as set out in our code of conduct and Acceptable Use Policies.
- When delivering remote learning, staff will follow our Remote Learning Acceptable Use Policy (AUP).
- When delivering remote learning, staff will:
 - only use online tools that have been evaluated and agreed by leadership.
 - ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
 - record the length, time, date and attendance of any online lessons/contact held or made.
 - revisit relevant policies such as our acceptable use of technology policy with learners as necessary.

- Where remote learning is taking place 'live' for example using webcams or chat facilities, staff and learners will ensure a safe and professional environment is maintained in line with our Remote Learning Acceptable Use Policy (AUP).

13. Additional Support and Links

- As well as through existing school mechanisms, learners, staff and parents/carers can access age appropriate and practical support and advice via a range of national and local services:
 - Childline: www.childline.org.uk
 - Kent Resilience Hub: <https://kentresiliencehub.org.uk>
 - NSPCC: <https://learning.nspcc.org.uk/safeguarding-child-protection/how-to-have-difficult-conversations-with-children/>

Specific Links relating to Coronavirus for Learners and Parents/Carers

- DfE: [COVID-19: guidance on supporting children and young people's mental health and wellbeing](#)
- Kent County Council: www.kent.gov.uk/social-care-and-health/health/coronavirus
- Childline: www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/worries-about-the-world/coronavirus/
- Mind: www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/
- Young Minds: <https://youngminds.org.uk/blog/talking-to-your-child-about-coronavirus/>
- Kent Children's University: Home Resources Learning Packs: www.theeducationpeople.org/blog/kent-childrens-university-home-learning-resources-pack-is-live/
- Children's Commissioner:
 - Children's guide to coronavirus: www.childrenscommissioner.gov.uk/publication/childrens-guide-to-coronavirus/
 - Resources for parents during coronavirus: www.childrenscommissioner.gov.uk/coronavirus/resources/
- Sport England: www.sportengland.org/stayinworkout
- Place2be:
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-supporting-children-who-may-be-especially-vulnerable/
 - www.place2be.org.uk/about-us/news-and-blogs/2020/march/coronavirus-information-for-children/

Online Safety

- NCA-CEOP: www.thinkuknow.co.uk
- Internet Matters: www.internetmatters.org/
- Childnet: www.childnet.com/blog/keeping-children-happy-and-safe-online-during-covid-19
- UK Safer Internet Centre: www.saferinternet.org.uk/blog/working-remotely-advice-professionals-parents-posh-rhc
- NSPCC: www.nspcc.org.uk/keeping-children-safe/online-safety/
- Parent Info: <https://parentinfo.org/>
- BBC Own it: www.bbc.com/ownit

Domestic Abuse

- Domestic Abuse Services: www.domesticabuseservices.org

- Victim Support: 0808 16 89 111 www.victimsupport.org.uk/help-and-support/get-help/supportline
- Look Ahead Care & Support – Service provider West Kent (Sevenoaks, Tunbridge Wells, Tonbridge and Malling): www.lookahead.org.uk/
- National Women’s Aid Domestic Abuse 24hr helpline:0800 2000247