



Bell Lane Primary School and Children's Centre

Child Protection and Safeguarding Policy COVID-19 addendum

Document Control	
Committee with oversight of the policy:	Full Governing Body
Lead Person:	Harsha Patel
Approved by Governing Board:	Approved by Chair under Chair's Action: 9 April 2020 Approved by Governing Board:
Document Title:	Child protection and safeguarding COVID-19 addendum
Version number and year:	1 (April 2020)
Next review:	3-4 weekly by Headteacher

Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

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1. Key Contacts

Safeguarding role	Name	Position	Contact details
Designated Safeguarding Lead for Children Looked After	Harsha Patel	Headteacher	children@belllane.barnet.sch.uk
Deputy Safeguarding Leaders	Teresa Greene	Learning Mentor	tgreen@belllane.barnet.sch.uk
	Zahida Khan	Hub lead	zkhan@belllane.barent.sch.uk
	Janice Doherty	Interim Deputy Headteacher	jdoherty@belllane.barnet.sch.uk
	Victoria Atkin	Interim Deputy Headteacher UPKS2 leader (Mon-Thu)	vatkin@belllane.barnet.sch.uk
	Anisha Madhewoo	Phase leader EYFS	amadhewoo@belllane.barnet.sch.uk
	Tamsin Jones	Phase leader KS1	tjones@belllane.barnet.sch.uk
	Caroline Walsh	Phase leader UKS2	cwalsh@belllane.barnet.sch.uk
	Sharon Plummeridge	Deputy Headteacher (Friday)	splummeridge@belllane.barnet.sch.uk
	Boadicea Faulkner	Children Centre Manager	bfaulkner@belllane.barnet.sch.uk
Headteacher	Harsha Patel	HT	head@belllane.barnet.sch.uk
Designated Safeguarding Governor / Chair of Governors	Tracy Simmons	Chair of Governor	tsimmons@belllane.barnet.sch.uk
Barnet MASH team			020 8359 4066
Local Authority Officer (LADO)	Shrimatie Bissessar	LADO	Shrimatie.Bissessar@Barnet.gov.uk

2. Scope and definition

- 2.1 This addendum to Bell Lane Primary School and Children's Centre Child Protection and Safeguarding Policy applies during the period of school closure due to COVID-19 and reflects updated advice from the Barnet Safeguarding Children Partnership and the DfE.
- 2.2 It sets out details of our safeguarding arrangements for this period and 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.
- 2.3 This addendum will be reviewed by our designated safeguarding lead (DSL) or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. This addendum and the school's Child Protection and Safeguarding Policy are available to staff by emails and the school website at <http://www.belllaneprimaryschool.co.uk/>
- 2.4 Other links to guidance/information:
 - Local authority (LA) <https://www.barnet.gov.uk/coronavirus-covid-19-latest-information-and-advice>
 - Department of Education [Public Health England: https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)
- 2.5 We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can to speak to them.
- 2.6. Unless covered here, our normal child protection policy continues to apply.
- 2.7 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 (EHC) plan

3. Core safeguarding principles

- 3.1 We will still have regard to the statutory safeguarding guidance, [Keeping Children Safe in Education](#).
- 3.2 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

4. Reporting concerns

- 4.1 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.
- 4.2 School has updated urgent contact methods by email: urgent@belllane.barnet.sch.uk and telephone: 079738 266037. Currently, the school is diverting all safeguarding concerns from the main number to the mobile number.
- 4.3 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.

5. DSL (and deputy) arrangements

- 5.1 We aim to have a trained DSL or deputy DSL (DDSL) on site wherever possible. Details of all important contacts are listed in the 'Important contacts' **section** at the start of this addendum.
- 5.2 If our DSL (or deputy) can't be in school, they can be contacted remotely by email urgent@belllane.barnet.sch.uk or by calling 079738 266037.
- 5.3 We will keep all school staff and volunteers informed by email or by text using teachers2parents as to who will be the DSL (or deputy) on any given day, and how to contact them.
- 5.4 We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.
- 5.5 On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mrs Teresa Green. You can contact them by: tgreen@belllane.barnet.sch.uk or urgent@belllane.barnet.sch.uk
- 5.6 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
- 5.7 All staff are reminded of the usual reporting procedures as set out in the main Child Protection and Safeguarding Policy, including the requirement to report concerns without delay. Concerns about a child should be reported to a DSL or DDSL. Concerns about a member of staff or volunteer should be reported to the DSL/Headteacher. Concerns about the Headteacher should be reported to the Chair of Governors. A member of staff or volunteer becoming aware of an act (or imminent act of) Female Genital Mutilation must report directly to the police. All contact details are available in the main Safeguarding and Child Protection Policy.
- 5.8 Safeguard can be accessed online from an appendix to the main Child Protection and Safeguarding Policy, but in any case, this should not be a barrier to timely reporting of a concern to the relevant person. All staff are also, as ever, able to make a referral directly to Children's Services using the contact details set out in the Child Protection and Safeguarding Policy, but should inform the DSL of this as soon as they are able to.
- 5.9 The Barnet Safeguarding Children's Service telephone number is 020 8359 4066.**
- 5.10 All parents have been made aware that in cases where there is imminent risk of harm to a child, they should call 999 rather than following the communication methods above.

6. Vulnerable children

- 6.1 The School continues to remain open for the provision of care to pupils who are [considered to be vulnerable](#) and to the children of [critical workers](#). However, it is important to note that **every child who can be safely cared for at home should be**.
- 6.2 Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education or health care (EHC) plans. Those with an EHC plan will be risk-assessed in consultation with the local authority and parents to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.
- 6.3 Those who have a social worker include children who have a child protection plan and those who are looked after by the local authority. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
- 6.4 There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.
- 6.5 We will encourage our vulnerable children and young people to attend a school, including remotely if needed.
- 6.6 All families of children considered to be vulnerable have been given the opportunity to register for the provision of this care in school, should they be unable to arrange appropriate and safe care at home. The DSL, DDSLs and other members of the Senior Leadership Team, taking advice from Inclusion Leader where appropriate, have risk assessed the safety and welfare of pupils considered vulnerable who have not registered for in-school provision.
- 6.7 Provision of care in school has continued to be offered throughout the holiday period as well as term time.
- 6.8 Support for vulnerable – and, in fact, all pupils – who are not in school during this time will be provided in a number of ways, including:
- contact (eg. via email or telephone) from designated members of staff
 - contact from DSL or DDSLs
 - contact from teachers in setting distance learning tasks.
 - teachers should raise concerns with a DSL or DDSL if a pupil does not respond to communications regarding work, particularly for pupils on the School's Vulnerable Watchlist
 - Contact from Inclusion Leader
 - Updates provided by SLT/the DSL to families sharing latest guidance from public authorities or the School, including safeguarding strategies
- 6.9 Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and they have the flexibility to offer a place to those on the edge of receiving children's social care support.
- 6.10 We will continue to work with children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

7. Risk assessing individual students

- 7.1 It is important that vulnerable students, where there are or have been safeguarding concerns, are risk assessed (Red Orange Yellow Green - ROYG). Schools may wish to extend this assessment to include SEND students. This assessment should be led by DSLs and DDSLs. School will compile a vulnerable pupil watch list.
- **Red** - most risk of harm or neglect and fewest protective factors (would include those with a child protection plan or are LAC)
 - **Orange** - a moderate risk of harm, but with some protective factors (would include those identified as 'Child in Need' and those with an Early Help plan)
 - **Yellow** - some concerns escalating or with unmet needs; or have been red or orange previously and need monitoring.
- 7.2 The risk assessment must make it clear what will be offered in order for Bell Lane to continue to fulfil its safeguarding duties to every student.
- 7.3 If any student is deemed at significant risk or harm, Bell Lane Primary School will refer to their MASH team and follow the advice of their safeguarding partners (police, social care and health). The ROYG rating above should help decide whether they should make a referral if a concern arises.
- 7.4 Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability.

8. Working with other agencies

- 8.1 We will continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.
- 8.2 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

9. Monitoring attendance

- 9.1 As most children will not be attending school during this period of school closure, we will not be completing our usual attendance registers or following our usual procedures to follow up on non-attendance.
- 9.2 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, by make contact by calling or texting the parent through teachers2parents
 - Notify their social worker, where they have one.
- 9.3 We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school.
- 9.4 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. This will be updated on Integris, our management system.
- 9.5 Additionally, staff on site are issued a register of expected attendees for each day of in-school provision and parents making use of the service are required to follow strict signing in and signing out procedures, through the main school reception.

10. Peer-on-peer abuse

- 10.1 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.
- 10.2 Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.
- 10.3 If a pupil makes an allegation of abuse against another pupil:
- You must inform the DSL and record the allegation, but do not investigate
 - DSL will contact the three local safeguarding partners and follow its advice, as well as the police if the allegation involves a potential criminal offence
 - DSL will put a risk assessment and support plan into place for all children involved - both the victim(s) and the children) against whom the allegation has been made - with a named person they can talk to if needed.
 - DSL will contact the children and adolescent mental health services (CAMHS) if appropriate.
- 10.4 Concerns and actions must be recorded on Safeguard and appropriate referrals made.

11. Concerns about a staff member or volunteer

- 11.1 We will continue to follow the principles set out in part 4 of Keeping Children Safe in Education.
- 11.2 Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

Local Authority Officer (LADO)	Shrimatie Bissessar	LADO	Shrimatie.Bissessar@Barnet.gov.uk
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- 11.3 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).
- 11.4 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.

12. Support for children who aren't 'vulnerable' but where we have concerns

- 12.1 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.
- 12.2 School has reviewed all children on its vulnerable pupil list and identified whom school closure and a lack of school contact with staff would pose most risk. This will include pupils that previously had a social worker and those families that did not meet the threshold, but staff have been monitoring or have raised concerns.
- 12.3 If these children will not be attending school, we will put a contact plan in place, as explained in [section 13](#) below.

13. Contact plans

- 13.1 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.
- 13.2 Each child has an individual plan which sets out the risks and outlines what the school will do to minimise the risk
- 13.3 The school will make weekly calls to the vulnerable pupil watch list and will speak to the parent and the child wherever possible.
- 13.4 Staff making the calls will be the DSL or DDSL who know the children well.
- 13.5 Staff will make contact over the phone, doorstep visits, or a combination of both.
- 13.6 We have agreed these plans with children's social care where relevant, and will review them on a weekly bases.
- 13.7 If we can't make contact, we will make contact with the police 999 and the MASH team 020 8359 4066.

14. Safeguarding all children

- 14.1 Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.
- 14.2 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 line with the procedures set out in section 3 above.
- 14.3 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 class check-ins or video calls
- 14.4 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.
- 14.5 See [section 16](#) below for information on how we will support pupils' mental health.

15. Online safety

15.1 In school

- 15.1.1 We will continue to have appropriate filtering and monitoring systems in place in school.
- 15.1.2 If IT staff are unavailable, our contingency plan is that the children will have at least a week's worth of work in a folder, in paper form.

15.2 Outside school

- 15.2.1 Where staff are interacting with children online, they will continue to follow our existing staff Code of Conduct, IT acceptable use policy and Online Safety policy.

- 15.2.2 Support for home learning should follow the same principles as set out in code of conduct.
- 15.2.3 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, and in our main Child Protection and Safeguarding Policy.
- 15.2.4 Bell Lane will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.
- 15.2.5 Below are some things to consider when delivering live online lessons, especially where webcams are involved:
- Permission must be sought from the school SLT before scheduling or delivering any online lessons with students.
 - Permission must be sought from parents/carers before any live lessons can take place with their child.
 - All live lessons/meetings/calls must use 141, and no other platform (e.g. Zoom, Skype, Hangouts).
 - Video calls/meetings/lessons must be recorded, and never be 1:1 between a teacher and pupil.
 - 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; with the background blurred if the room contains any materials that are identifiable to others (e.g. photos of family members, inappropriate posters, etc).
 - The live class should be recorded so that if any issues were to arise, the video can be reviewed. Everyone on the video must be made aware that it is being recorded, and the option given for students to switch off their cameras.
 - Live classes should be kept to a reasonable length of time (emerging practice would suggest 20 – 30 minutes), 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 should record, the length, time, date and attendance of any sessions held.
 - Useful safeguarding advice has been prepared by the London Grid for Learning, including delivering lessons via livestream or video meetings. The guidance can be found here and shared with families:
<https://coronavirus.lgfl.net/safeguarding>
- 15.2.6 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.

15.3 Working with parents and carers

- 15.3.1 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
- 15.3.2 Social distancing and online learning is likely to give rise to a considerable increase in the use of the internet by young people to work and to communicate with others. Advice will be shared with parents on a regular basis regarding ways in which to ensure

their child is safe online. Useful resources for parents can be found in a number of places, including:

- <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>
- <https://www.internetmatters.org/schools-esafety/parent-online-support-pack-teachers/>
- <https://www.nspcc.org.uk/keeping-children-safe/online-safety/>
- <https://www.thinkuknow.co.uk/parents/>

15.3.3 An essential part of the online planning process will be ensuring children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online. The School will signpost children to age-appropriate practical support from the likes of:

- [Childline](#) - for support
- [UK Safer Internet Centre](#) - to report and remove harmful online content
- [CEOP](#) - for advice on making a report about online abuse

15.3.4 The School will be in regular contact with parents and carers. Those communications will be used to reinforce the importance of children being safe online. It will be especially important for parents and carers to be aware of what their children are being asked to do online, including the sites they will be asked to access. Parents have all been issued with login details to access the Homework page of the SIS and so they are additionally able to verify tasks set themselves.

16. Mental health

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

- Be aware of this in setting expectations of pupils' work where they are at home
- Provide online learning activities to support children's mental well being
- Ensure we are in regular contact with vulnerable children and parents
- Ensure parents have a means to make contact with the school
- Share websites and helplines to support children and parents

16.2 We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

- Staff: Counselling: Qwell: <http://www.quell.io/>
- Education Support: <https://www.educationsupport.org.uk>

16.3 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.

17. Staff recruitment, training and induction

17.1 Recruiting new staff and volunteers

17.1.1 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.

17.1.2 We will continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education.

17.1.3 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.

17.1.4 New staff must still present the original documents when they first attend work at our school.

17.1.5 We will continue to do our usual checks on new volunteers, and carry out risk assessments to decide whether volunteers who are not in regulated activity should have an enhanced DBS check, in accordance with paragraphs 167-172 of Keeping Children Safe in Education.

17.2 Staff 'on loan' from other schools

17.2.1 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. Risk assessments will need be completed by the DSL/ DDSL.

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

17.3 Safeguarding induction and training

17.3.1 We will make sure staff and volunteers are aware of changes to our procedures and local arrangements.

17.3.2 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
- Up to date risk assessments based on the most current advice coronavirus.

17.3.3 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
- Up to date risk assessments based on the most current advice coronavirus.

17.4 Keeping records of who's on site

17.4.1 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.

17.4.2 We will continue to keep our single central record up to date.

17.4.3 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

18. Children attending other settings

18.1 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.

18.2 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
- 18.3 Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.
- 18.4 We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

19. Monitoring arrangements

- 19.1 This addendum will be reviewed weekly by the Headteacher and DSL and as guidance from the 3 local safeguarding partners, the LA or DfE is updated. Where such reviews result in a material change to the addendum, it will be approved by the full governing board, or the Chair of Governors in the absence of a full governing body meeting. The safeguarding governor will be made aware of each review by email.

20. Links with other policies

- 20.1 This policy links to the following policies and procedures:
- Child protection and safeguarding policy
 - Staff code of conduct
 - IT acceptable use policy
 - Health and safety policy
 - Online safety policy
 - Whistleblowing policy
 - Complaints policy