



Keeping Children Safe in School: Child Protection within Safeguarding

Policy into Practice: COVID19 ADDENDUM

Designated Safeguarding Leads

Mr Jamie Ward
Mrs Rachel Somerville
Mrs Helen Potter

Deputy Safeguarding Leads

Mrs Kathleen Clarke
Mr David Wheelhouse

All practitioners should read this Addendum in conjunction with the (Keeping Children Safe in School: Child Protection within Safeguarding) Policy and Policy into Practice.

Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding leads (DSLs)	Mr Jamie Ward Mrs Rachel Somerville Mrs Helen Potter	j.ward@ncdat.org.uk 07818 532478 r.somerville@ncdat.org.uk 07769254786 h.potter@ncdat.org.uk 07818 532502
Deputy DSLs	Mrs Kathleen Clarke Mr David Wheelhouse	kclarke@consettacademy.org.uk dwheelhouse@consettacademy.org.uk
Other contactable DSL(s) and/or deputy DSL(s):	Mr David Hopper (7) Mrs Karen Moncur (8) Mrs Kelly Hopper (9) Miss Kate Wynn (10) Ms Mel Parker (11) Miss Laura Jobling (6 th) Mr Simon Booth (12) Ms Gail Jackson (13)	dhopper@consettacademy.org.uk kmoncur@consettacademy.org.uk khopper@consettacademy.org.uk kwynn@consettacademy.org.uk mparker@consettacademy.org.uk ljobling@consettacademy.org.uk sbooth@consettacademy.org.uk gjackson@consettacademy.org.uk
Other Senior Members of Staff responsible for leading the site	Mr Andy Collishaw Mr Kevin Broadfoot Mr Jim Green Mrs Alex Pettican Mrs Louise Crawford Ms Linzi Drenon Mr P Creegan Mrs Jo Yates Miss Laura Jobling	a.collishaw@ncdat.org.uk k.broadfoot@ncdat.org.uk jgreen@consettacademy.org.uk apettican@consettacademy.org.uk lcrawford@consettacademy.org.uk ldrenon@consettacademy.org.uk pcreegan@consettacademy.org.uk lyates@consettacademy.org.uk ljobling@consettacademy.org.uk
SENCO & Designated LAC Staff:	Mrs Sara Ebbing	sebbing@consettacademy.org.uk
Executive Principal	Mr Kevin Reynolds	kreynolds@consettacademy.org.uk
Local authority designated officer (LADO)	Mrs Sharon Lewis	03000 268835
Chair of governors	Mr Karl Fairley	c/o Lynne.Moore@newdur.ac.uk
First Contact		03000 267979

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our Academy Trust Board and local authority (LA) Durham County Council (including safeguarding partners).

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.

All concerns should be logged using CPOMS.

As a reminder, all staff should continue to work with and support children's social workers, where they have one, to help protect vulnerable children.

4. DSL (and deputy) arrangements

We aim to have a trained DSL or deputy DSL on site wherever possible. Details of all important contacts are listed in the 'Important contacts' section at the start of this addendum.

We will keep all school staff and volunteers informed by Weekly Staff Briefing/email if there any amendments to the standard operating procedures which are set in place in this addendum.

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

On occasions where there is no DSL or deputy on site, the senior member of staff on site will take responsibility for co-ordinating safeguarding and will liaise with the DSL. The senior members of staff who may be responsible for leading the site are listed in the contacts.

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
- Ensure social distancing and good self-hygiene principles are adhered to (see appendix 1)

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:

North Safeguarding Hub	Manager	Phone Number	Work mobile
Strategic Manager, Families First North & Disabilities	Jane Ayres PA – Rachel Croft	03000 265 971 03000 262 763	07920 834 942
Strategic Manager, One Point Service	Karen Davison	03000 268904	07825088826
One Point Service Operations Manager	Allison Underwood	03000 261721	07786 027045
Specialist Nurse Child Protection	Nicola Cameron	n.cameron3@nhs.net	07889229473
Operations Manager – Families First North	Judith Rayne Admin – vacant	03000 266 318	07786 027 085
Families First – Consett	Mairi Pratt-White	03000 267 305	07920 822 867
Families First – Stanley	Tracy Forsyth	03000 265 197	07557 541 409
Families First – Chester-le-Street	Haley Higgins	03000 266 358	07815 939 124
Families First – Durham West	Christine McLeod	03000 266 311	07810 831 771
IRO Service, Service Manager	Sharon Davey	03000 266214	07880 180101
Young People's Service	Lindsey Dodds	03000 262265	07768 803236
Supported Family Time	Beth Wade	03000 262559	07557 541427
Supported Solutions Service	Sheila Purvis	03000 262300	07786027127
Full Circle	Lindsay Craig	03000 264733	07786 856315
Fostering	Toni Lowery	03000 265294	07825 905229
Intensive Family Support Managers – OPS Senior Key Workers	Gillian Davison Katie Fuller Diane Marlow Terry Keenan	03000 269834 03000 268380 03000 261643 03000 261505	0782 7880922 0788 0044693 07786 027380 07786 027370
Family Centre Lead	Naomi Ryan Helen Kirtley Nichola Pitt Farah Elgey Laura Duncan (currently absent from work)	03000 264758 03000 267 417 03000 268642 03000 264852 03000 269868	07795551872 07786856347 07584581596 07593995915

Countywide Services			
Countywide Services	Lisa Wood Admin – Kerrie Jobson	03000 265 757 03000 264 788	07557 081 920
First Contact	Ruth Smith	03000 261 486	07920 822 893
Supervised Contact	Sheila Purvis	03000 262 300	07786 027 127
EDT	Murdena Bartlett	03000 262 714	07967 733 265
Families First – Children's Disabilities Team 0-18 years	Linda Spence	03000 260 068	07766 785 258
Children Looked After Team 1	Lisa Howard	03000 262254	07795 305205
Children Looked After Team 2	Martin Reeves	03000 260054	07825 905241
Children Looked After Team 3	Sara Peterson	03000 267302	07766 991422
Placements Team	Victoria McDowell	03000 264760	07584 581630
Adoption	Paula Gibbons	03000 269334	07584 776731
SGO	Glenda Henderson	03000 265726	07818 521525

6. Monitoring attendance

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.

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 each Year Manager/Attendance Improvement Officer, who have a list of key students who they contact on a regular basis and update their respective RAG documents in Teams.
- Notify their social worker, where they have one

We are using the Department for Education's daily online attendance form to keep an accurate record of who is attending school. The on-site SLT member will either email Jamie Ward with the up to date list of attendees who will update the spreadsheet or they will update the spreadsheet themselves.

In terms of all students, staff will issue students with appropriate Class Chart positives, for accessing online sessions, and negatives (zero points), for not accessing online sessions. The list of students who have not accessed online sessions for a prolonged period of time (i.e. up to 2 days) will be run by the appropriate member of the respective Year Team and follow-up contact will be made.

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. All of these details are kept on our SIMS system.

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 and ensure these are logged in the usual manner via CPOMS.

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 by informing one of the Designated Safeguarding Leads or Deputies immediately.

We will continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We will continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency. We will do this using the email address Misconduct.Teacher@education.gov.uk for the duration of the COVID-19 period, in line with government guidance.

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

We have the option to offer places in school to children who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We will work with parents/carers to do this.

An overview of 'key' students will be shared with staff each week via the weekly briefing to all staff and includes those students who are 'vulnerable, LAC, have a EHCP, have parents/carers who are key workers and are regularly attending school and who do not access ICT and therefore have hard copies of work provided to ensure continuity in learning and progress.

The Pastoral Team also have further students who they contact on a regular basis and these include students accessing alternative education placements, students who are below 85% attendance and other specific students.

All contact is logged in the respective Year Team RAG documents with concerns logged in Class Charts and CPOMS.

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

10. Safeguarding for children not attending school

10.1 Contact arrangements

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 arrangements set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact
- All contact is logged in the respective Year Team RAG documents with concerns logged in Class Charts and CPOMS.
- We have agreed these plans with children's social care where relevant, and will review them in accordance with existing arrangements and/or on an individual/needs by needs basis.

If we can't make contact, we will contact the relevant social worker, key worker or appropriate external agency.

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.

11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing staff professional expectations procedures and acceptable use of ICT policy. These policy documents highlight the high expectations for professionalism when communicating with students via our online platforms.

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

12. Mental health

Where possible, we will continue to offer our current support for pupil mental health for all pupils. The School counsellor will have weekly contact via phone with all students who were currently on her list prior to the school closure. She will also make contact with students who Year Managers raise as needing some form of support during the course of the school closure.

We will also signpost all pupils, parents and staff to other resources to support good mental health at this time via Facebook and a Health and Wellbeing page on the school website.

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 and risk assessments, where appropriate, carried out by our own Trust HR Team.

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 Keeping Children Safe in School Policy and Policy into Practice (and this addendum)
- Keeping Children Safe in Education part 1

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

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

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 by Human Resources.

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. Children attending other settings

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

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

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

Where the DSL, deputy or SENCO can't share this information, the senior leader(s) identified in section 4 will do this.

We will share this information before the child arrives as far as is possible, and otherwise as soon as possible afterwards.

15. Monitoring arrangements

This addendum will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum monthly by Jamie Ward, Assistant Principal.

16. Links with other policies

This policy links to the following policies and procedures:

- Keeping Children Safe in School Policy and Policy into Practice;
- Behaviour & Rewards Policy and Policy into Practice;
- Staff Professional Expectations Policy;
- Acceptable use of ICT policy including online safety;
- Health and Safety Policy.

Appendix 1: Safeguarding during School Closure (Key Students who are not in School)

Students identified as being a 'Key' Students will be contacted (Monday to Friday excluding school holidays) by a designated member of staff by text message/email/telephone and email to parents/carers according to their rating below:

PURPLE
(vulnerable, EHCP, Key Worker)
2 x weekly contact will be attempted and recorded on RAG document

AMBER
(students not accessing ICT)
1 x weekly contact will be attempted and recorded on RAG document

GREEN
(all other students)
1 x fortnightly contact will be attempted and recorded on RAG document

Contact is successful and no concerns are raised;

arrange the next contact time where possible, consider RAG rating, record the contact on CPOMS.

Contact is successful and safeguarding cause for concerns are raised;

Contact TPI or GBO immediately if you require advice or support on the next steps, record all contact and actions on CPOMS

Emergency contact the Police 999

In the event of immediate risk to the child telephone First Contact 03000 26 79 79 and/or Police 999

(Crisis CAMHS 0191 4415733)

Decision made to refer to First Contact

Telephone 03000 26 79 79

Online

<https://www.durham-scp.org.uk/concerned-about-a-child/>

Decision made to monitor

- Consider discussing concerns with parent/carer
- Increase contact and review RAG rating
- Signpost other appropriate support services

If contact is unsuccessful for a significant period via telephone:

Attempt email contact

Ask rota staff in school call from school number to establish contact

If this is unsuccessful consider requesting a Police 'Health and Wellbeing Check' via **101** or call First Contact **03000 26 79 79** for advice

Appendix 2: On Site Safety during the Covid-19 Outbreak

1. Entering/Leaving Building

All people entering/leaving the building **MUST** wash their hands for at least 20 secs. Please see the hand washing* section below

2. Social Distancing

All people should remain the safe distance of at least 2m apart. Children should be sat at this safe distance when in classrooms.

3. Staff Cleaning Pack

Each school will have a pack for staff to take to the room that they are using, this will include tissue, hand sanitizer and gloves if necessary. These will be replenished each day and available in the morning.

4. Cleaning of the Room

The rooms in use are:

NDA: 1.40, 1.29, 1.28, 1.39, Sports Hall and Main Theatre

Consett: 1.45, Main Theatre and Innovation Zone

After each session the cleaning staff will clean the room on request. Please contact the cleaners and they will ensure that the hard surfaces are cleaned.

5. Isolation Room

In the event that a child or adult becomes unwell during the day please ensure that they are taken to the isolation room.

NDA: Salon

Consett: G10

Place a mask over their mouth to minimise the spread of the virus and contact NHS 111 and contact home.

Please minimise contact with the student and they should leave by the nearest exit and SHOULD NOT be brought back through the school.

6. Safeguarding Incident

Please contact the duty member of SLT in person as a matter of urgency.

7. Fire Alarm

Evacuate the building as normal and congregate at the assembly point as normal.

SLT duty member will act as fire marshal and ensure that all staff and students are present.

8. First Aid

There will be a nominated first aider on site as per rota, please contact them if first aid is required.

If no first aider is present please contact the SLT duty member on site immediately.

9. Hand washing

Hand washing should be carried out regularly throughout the day, sanitiser is also available when hand washing facilities are not readily available. Hands should be visibly clean before using sanitiser.

- On entry into the academy hand washing should take place. Follow the hand washing guidelines, hands should be washed for at least 20 seconds.
- Before and after break times
- Before and after eating – Lunchtimes
- Before making beverages
- After using toilet facilities
- Sanitise when entering / exiting a different location i.e. classroom for next lesson.
- Wash hands if you have coughed or sneezed into your hands – tissue should be used then binned. If sneezing or coughing and no tissues are available, you should cough into the bend of your elbow or upper sleeve. Also wash hands if you have blown your nose into a tissue.
- End of school day on leaving building.

Try to avoid touching eyes, nose, face, mouth with hands to minimise risk.

Hands should be washed prior to putting on PPE i.e. gloves, aprons.

Gloves should only be worn when carrying out a task and disposed of correctly, hands to be washed after removal of gloves.



Hand-washing technique with soap and water

