



**Dropmore Infant School**  
**Littleworth Road, Dropmore, Burnham**  
**Buckinghamshire SL1 8PF**  
**Telephone: 01753 644403**

**Headteacher:** Mrs Gitta Streete

**Chair of Governors:** Mr Tim Wicks

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COVID-19 Addendum

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**Contents:**

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

**Important contacts:**

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Gitta Streete	<a href="mailto:headteacher@dropmore.bucks.sch.uk">headteacher@dropmore.bucks.sch.uk</a> 01753 644403
Deputy DSL	Alison Tolmie	<a href="mailto:alison.tolmie@dropmore.bucks.sch.uk">alison.tolmie@dropmore.bucks.sch.uk</a> 01753 644403
Other contactable DSL(s) and/or deputy DSL(s):	N/A	
Designated member of staff if DSL (and deputy) can't be on site	Rebekah Fearon	<a href="mailto:office@dropmore.bucks.sch.uk">office@dropmore.bucks.sch.uk</a> 01753 644403
Headteacher	Gitta Streete	<a href="mailto:headteacher@dropmore.bucks.sch.uk">headteacher@dropmore.bucks.sch.uk</a> 01753 644403
ESAS	Julia White	01296 382828
Buckinghamshire LADO Service		01296 382070
Safeguarding Governor	Tim Wicks	<a href="mailto:t.wicks@dropmore.bucks.sch.uk">t.wicks@dropmore.bucks.sch.uk</a>
Chair of governors	Tim Wicks	<a href="mailto:t.wicks@dropmore.bucks.sch.uk">t.wicks@dropmore.bucks.sch.uk</a>

## **1. Scope and definitions:**

The safety and welfare of all children must always be Dropmore Infant School's priority and the principles within the Keeping Children Safe in Education (KCSiE) 2019 and our Child Protection Policy still apply.

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners: Thames Valley Police, NHS, and local authority (LA) Buckinghamshire Council.

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.

The Department for Education's (DfE's) definition of 'vulnerable children' includes:

- Children who have a social worker;
- Children with Child In Need (CIN) Plans;
- Children on Child Protection (CP) Plans;
- Looked After Children;
- Young Carers;
- Disabled Children;
- Pupils with Education, Health and Care (EHC) Plans (0-25)

## **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, both for children still attending school and those at home.

If you are onsite, continue to use our reporting forms immediately after the incident, then contact Gitta Streete or Alison Tolmie to explain what has happened and they will tell you where to leave the form and if there is anything that needs to be followed up immediately.

If you are working from home when a disclosure is made, immediately contact Gitta Streete or Alison Tolmie, then fill out the relevant document (found in TEACHER SHARE – SAFEGUARDING-FORMS\_TEMPLATES) and email to both.

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 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 or in self-isolation, a nominated member of staff will take responsibility for co-ordinating safeguarding on site and a DSL will be contactable remotely. The nominated member of staff will be responsible for liaising with the off-site DSL (or deputy) to make sure they (the nominated member of staff) 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. A DSL will liaise with professionals over the phone. Vulnerable families will be supported by phone and be signposted to other services for support if necessary.

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

#### **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 phone
- 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. We also complete the daily Buckinghamshire County attendance return.

We have made arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible.

#### **7. Peer-on-peer abuse:**

We recognise that during the period of school closure, children may have more frequent access to online devices, which has the potential to lead to online peer on peer abuse. These would include Sexting, Online abuse, Peer-on-peer grooming, Distribution of youth involved sexualised content and Harassment.

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 – about both children attending school and those at home.

## **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 – whether those concerns are about staff/volunteers working on site or remotely.

Only staff employed by the school on the school's single central record will be on the school rota for onsite supervision and working from home in supporting home learning. We will not be accepting any volunteers onsite during the school closure.

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 might be children 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 maintain contact with the family on a regular basis (at least once a week). If we cannot make contact we will escalate in accordance to Buckinghamshire County guidelines.

## **10. Safeguarding all children:**

Staff 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 line with the procedures set out in section 3 above.

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
- Any other evidence that gives cause for concern

Children are likely to be spending more time online during this period – see section 11 below for our approach to online safety both in and outside school.

See section 12 below for information on how we will support pupils' mental health.

## **11. Online safety:**

### **11.1 In school**

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

We continue to be supported by our IT provider turnITon during the school closure.

### **11.2 Outside school**

Where staff are interacting with children online, they will continue to follow our existing staff code of conduct and IT acceptable use policy.

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, who are being asked to work online, have clear reporting routes in place so they can raise concerns whilst online. As well as reporting routes back to school, children will be signposted to age-appropriate practical support such as:

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

### **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, including:
  - [Internet Matters](#) - Helping parents keep their children safe online
  - [London Grid for Learning](#) - Online safety & Safeguarding
  - [Net-aware](#) - Let's keep kids safe online by NSPCC
  - [Thinkuknow](#) - protecting children both online and offline by National Crime Agency
  - [UK Safer Internet Centre](#) - advice for parents and carers

We use Google Classroom and Tapestry to communicate and share with parents and children online.

## **12. Mental health:**

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

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.

We will not be arranging any recruitment processes during the school closure. We will not be accepting any current or new volunteers onto the school site.

### 13.2 Safeguarding induction and training

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

### 13.3 Keeping records of who's on site

We will keep a record of which staff are on site each day.

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

#### **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
- Medical information.

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 policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or DfE is updated, and as a minimum 4 week by Gitta Streete. At every review, it will be approved by the full governing board.

All staff will be sent this Addendum to read and sign to say they have read and understood the content. If staff are working from home they will be asked to email confirming the above.

#### **16. Links with other policies**

This policy should be read in conjunction with the following policies:

- o Policy 002 Behaviour Policy
- o Policy 008 Whistleblowing Policy
- o Policy 015 SEND Policy
- o Policy 016 Sex and Relationship Education Policy
- o Policy 021 Religious Education Policy
- o Policy 022 Health & Safety Policy
- o Policy 023 PSHE Policy
- o Policy 029 School Security Policy
- o Policy 030 Staff Code of Conduct Policy
- o Policy 032 Attendance Policy
- o Policy 042 E-Safety Policy
- o Policy 052 Anti-Bullying Policy
- o Policy 056 Equalities and Cohesion
- o Policy 057 Intimate Care Policy
- o Policy 058 Managing Medicines Policy