

# Child protection and safeguarding: COVID-19 addendum

The Beacon, Folkestone



Draft Approved by:  
Head-teacher Ady  
Young

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## Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Alison Cole	<a href="mailto:Alison.cole@thebeacon.kent.sch.uk">Alison.cole@thebeacon.kent.sch.uk</a>
Deputy DSLs	Claire Lucas Claire Gregory Stephanie Bezidenhout Julie Howell	<a href="mailto:Claire.lucas@thebeacon.kent.sch.uk">Claire.lucas@thebeacon.kent.sch.uk</a> <a href="mailto:Claire.gregory@thebeacon.kent.sch.uk">Claire.gregory@thebeacon.kent.sch.uk</a> <a href="mailto:Stephanie.bezidenhout@thebeacon.kent.sch.uk">Stephanie.bezidenhout@thebeacon.kent.sch.uk</a> <a href="mailto:Julie.howell@thebeacon.kent.sch.uk">Julie.howell@thebeacon.kent.sch.uk</a>
Other contactable DSL(s) and/or deputy DSL(s):	Jackie Macfarnell Stefanie Zintel-Warner Irene White	<a href="mailto:Jackiemacfarnell@thebeacon.kent.sch.uk">Jackiemacfarnell@thebeacon.kent.sch.uk</a> <a href="mailto:stefaniezintelwarner@thebeacon.kent.sch.uk">stefaniezintelwarner@thebeacon.kent.sch.uk</a> <a href="mailto:irenewhite@thebeacon.kent.sch.uk">irenewhite@thebeacon.kent.sch.uk</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Neil Birch	<a href="mailto:Neil.birch@thebeacon.kent.sch.uk">Neil.birch@thebeacon.kent.sch.uk</a>
Head-teacher	Ady Young	<a href="mailto:Ady.young@thebeacon.kent.sch.uk">Ady.young@thebeacon.kent.sch.uk</a>
Local authority designated officer (LADO)	Marie Jackson	<a href="mailto:Marie.jackson@kent.gov.uk">Marie.jackson@kent.gov.uk</a>
Chair of governors	Julie Nixon	<a href="mailto:Julie.nixon@thebeacon.kent.sch.uk">Julie.nixon@thebeacon.kent.sch.uk</a>

This addendum should reflect updated advice from area safeguarding via the education people and has been benchmarked against COVID 19 safeguarding toolkit for schools, March 2020- Version 1.

## 1. Scope and definitions

This addendum applies during this period of change in normal school operations to the working day or in the event of a full school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners, the education safeguarding service at The Education People, Social Services, the Police and Kent County 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.

Unless covered here, our normal child protection policy continues to apply.

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

- With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority
- Or who
- Have a social worker, including children:
  - 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.

During this period safeguarding concerns regarding pupils in school should be reported to the DSL on duty that day in the usual manner.

Any concerns regarding children at home should be reported any of the DSLs named at the start of this document who will pass the concern immediately to the DSL for the appropriate zone.

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.

If our DSL (or deputy) can't be in school, they can be contacted remotely by email or by telephone:

Alison Cole [Alison.cole@thebeacon.kent.sch.uk](mailto:Alison.cole@thebeacon.kent.sch.uk) telephone 07787412213

Claire Lucas [Claire.lucas@thebeacon.kent.sch.uk](mailto:Claire.lucas@thebeacon.kent.sch.uk) 07741643483

Claire Gregory [Claire.gregory@thebeacon.kent.sch.uk](mailto:Claire.gregory@thebeacon.kent.sch.uk) 07741643485

Stephanie Bezidenhout [Stephanie.bezidenhout@thebeacon.kent.sch.uk](mailto:Stephanie.bezidenhout@thebeacon.kent.sch.uk) 07799259265

Julie Howell [Julie.howell@thebeacon.kent.sch.uk](mailto:Julie.howell@thebeacon.kent.sch.uk) 07532681909

The following Assistant Head-teachers are also DSLs:

- Zone 1 Jackie Macfarnell. [jackiemacfarnell@thebeacon.kent.sch.uk](mailto:jackiemacfarnell@thebeacon.kent.sch.uk)
- Zone 2 Irene White. [irenewhite@thebeacon.kent.sch.uk](mailto:irenewhite@thebeacon.kent.sch.uk)
- Zone 3 Stefanie Zintel-Warner. [stefaniezintelwarner@thebeacon.kent.sch.uk](mailto:stefaniezintelwarner@thebeacon.kent.sch.uk)

We will keep all school staff and volunteers informed by email or through a sign in the main reception area and through the safe guarding policy on our website as to who will be the DSL (or deputy) on any given day, or how to contact them.

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

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Alison Cole, Deputy Head-teacher and Lead DSL You can contact her by email on [Alison.cole@thebeacon.kent.sch.uk](mailto:Alison.cole@thebeacon.kent.sch.uk) or telephone 07787412213

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
- Contact vulnerable children by telephone as described in the coronavirus safeguarding protocols attached in appendix 1 of this document

## 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:

## 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 telephone or email
- 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 will make arrangements with parents and carers to make sure we have up-to-date emergency contact details, and additional contact details where possible. These will be added to SIMS, the schools information management system if there are any changes notified to us.

## 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.

## 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.

Any concerns about a member of staff should be passed to the Lead DSL, Deputy Head-teacher Mrs Alison Cole or the Head-teacher Mr Ady Young who will contact the LADO Ms Marie Jackson. Any investigations carried out during the period of school closure will be done in accordance with our Safeguarding procedures for managing allegations against staff. 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 children have been identified and added to our contact list. They may have a social worker, be designated as CHIN, CiC, have a SEND need which makes it difficult for their families to cope at home or otherwise identified according to information and knowledge we have about them or their families. However, in all cases we will follow Dfe advice that states at this time all children who can be at home should be at home in order to minimise the risk of contracting and/or spreading Covid-19. If these children will not be attending school, we will put a contact plan in place, as explained in section 10.1 below.

## 10. Safeguarding for children not attending school

### 10.1 Contact plans

We have contact plans for children with a social worker and children who we have safeguarding concerns about, for circumstances where:

They won't be attending school (for example where the school, parent/carer and social worker, if relevant, have decided together that this wouldn't be in the child's best interests); or

They would usually attend but have to self-isolate

These plans are set out below and detail

- Criteria for inclusion on the contact list
- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

## Coronavirus safeguarding protocols

- All pupils known to the multi- agency support team (MAST) have been RAG rated according to whether they are : subject to a child protection plan , open to social services, living with a lone parent, elderly parents, young people with challenging behaviours, in receipt of free school meals.
- There is then First day calling to all risk assessed red pupils by the appropriate Mast officer who should speak to the child if possible.
- Risk assessed amber pupils should be called at least weekly.
- A linked or appropriate social worker is contacted if no contact established by 2<sup>nd</sup> day
- The lack of contact is flagged as a serious concern if no contact is made by 4<sup>th</sup> day.
- If no contact is made by MAST officer or social services by 5<sup>th</sup> day the area safeguarding lead Claire Ledger, [Claire.ledger@theeducationpeople.org](mailto:Claire.ledger@theeducationpeople.org) 07917602413 or the police is informed
- Information on contacts is fed back to weekly MAST meetings which will continue remotely if staff are not in school. All contacts to be logged on contact list spreadsheet in the MAST area of the shared drive

## 10.2 Safeguarding all children

Staff and volunteers are aware that this difficult time potentially puts all children at greater risk.

Staff and volunteers will continue to be alert to any signs of abuse, or effects on pupils' mental health that are also safeguarding concerns, and act on concerns immediately. In particular, children are likely to be spending more time online (see section 11 below).

## 11. Online safety

### 11.1 In school

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

If IT staff are unavailable, our contingency plan is to contact IT technician Mr Paul Wooldridge [paulwooldridge@thebeacon.kent.sch.uk](mailto:paulwooldridge@thebeacon.kent.sch.uk) or Primary Technologies on 01303847390 [lewisp@primarytechnologies.co.uk](mailto:lewisp@primarytechnologies.co.uk)

The DSL responsible for on-line safety by email on [Richard.fairhall@thebeacon.kent.sch.uk](mailto:Richard.fairhall@thebeacon.kent.sch.uk)

### 11.2 Outside school

Where staff are interacting with children online, they will continue to follow our existing acceptable use policy. This is outlined clearly in our safeguarding policy on pages 25-41. In particular at this time when staff are contacting pupils remotely by telephone and through uploading video lessons onto the School's Learning platform, BLZ staff are reminded that:

- School mobiles only are to be used to contact pupils and calls should be audio only unless an urgent safeguarding concern warrants that a designated DSL needs to have sight of a child for safeguarding purposes. All calls should be logged on the contact call list.
- Any filmed lessons that are uploaded onto BLZ should be recorded and not live -streamed.

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 Mental Health First aider, Ellie Garrett has identified vulnerable pupils and distributed support materials and contact numbers for support if needed. She also has a contact list for vulnerable pupils and keeps a log of all calls made and any subsequent issues and action in the safeguarding call list referred to in this document. She can be contacted by email on [elliegarrett@thebeacon.kent.sch.uk](mailto:elliegarrett@thebeacon.kent.sch.uk) or by telephone on 07974730442.

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

A list of these resources has been compiled and put on our website and our Facebook page.

When setting expectations for pupils learning remotely and not attending school, teachers will bear in mind the potential impact of the current situation on both children's and adults' mental health.

## **13. Staff recruitment, training and induction**

### **13.1 Recruiting new staff and volunteers**

We continue to recognise the importance of robust safer recruitment procedures, so that adults and volunteers who work in our school are safe to work with children.

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



In urgent cases, when validating proof of identity documents to apply for a DBS check, we will initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

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

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

### 13.2 Staff 'on loan' from other schools

We will assess the risks of staff 'on loan' working in our school, and seek assurance from the 'loaning' school that staff have had the appropriate checks. These will be completed by Sasha Gooding, the schools HR and Business manager and a member of SLT. She can be contacted by email on

[sasha.gooding@thebeacon.kent.sch.uk](mailto:sasha.gooding@thebeacon.kent.sch.uk)

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

### 13.3 Safeguarding induction and training

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

New staff and volunteers will continue to receive:

- A safeguarding induction
- A copy of our children protection policy (and this addendum)
- Keeping Children Safe in Education part 1

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

- A copy of our 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. All staff and visitors who come on to the school site are logged on the schools inventory system and wear a badge with their picture on it and a lanyard identifying whether they are staff or visitors.

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

All staff and visitors who come on to the school site are logged on the schools inventory system and wear a badge with their picture on it and a lanyard identifying whether they are staff or visitors.

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) or Assistant Head-teacher for the relevant zone as identified in section 4 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 Assistant Head-teacher 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 every 3 weeks by Alison Cole , Lead DSL , Deputy Head-teacher.

At every review, it will be approved by the full governing board.

## 16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Discipline and conduct policy
- Parent friendly safeguarding policy
- IT acceptable use policy
- Health and safety policy
- Online safety policy and amendments as of April 2020
- Safer recruitment policy
- Safeguarding : managing allegations against staff policy
- Whistleblowing policy