



Christchurch Junior School

A member of Twynham Learning

Addendum to the school's Child protection procedures

To be read in conjunction with the Christchurch Junior Child Protection Procedures, Twynham Learning Child Protection Policy, Keeping Children Safe in Education 2018 and Working Together to Safeguard Children 2018.

**Proposed 20.04.20 by Simon Adorian, Head (DSL)
and by Jenny Cowling, Pastoral Careworker**

**Ratified by Fiona Richardson, Chair of the Local Advisory Board
20.04.20**

Reason for addendum: DFE/ Public Health England publication, Coronavirus guidance on vulnerable children and young people (updated 1 April 2020)

To be reviewed in light of any subsequent government guidance

Context

Christchurch Junior School (CJS) has remained partially open to ensure that the children of critical workers and vulnerable children can, where required, attend school. This is part of a Twynham Learning coordinated offer of Priority Additional Provision (PAP).

Likewise the school has put in place measures to ensure close monitoring of all children defined in the government guidance as vulnerable children, that is

- Those who have a social worker. This includes 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.)

Those with an EHC plan. In each case we have assessed the risk to decide whether they need to continue to be offered a school place to meet their needs, or whether they can safely have their needs met at home. For all children currently holding EHCPs an individualised learning plan has been provided to parents; the class teacher or SENDCo are communicating regularly with a parent to monitor the child's welfare and progress.

Principles

The school will continue to carry out its responsibilities to safeguard and promote children's welfare. The framework for this remains the statutory guidance provided by the DfE. **Keeping Children Safe in Education (2019), Working Together To Safeguard Children (2018)**

The school's approaches are set out in the Twynham Learning Child Protection policy (2019) Child Protection Procedures (2019, published on school website)

However, while the school is operating in response to the COVID 19 pandemic, some processes may be adapted to the context.

Key safeguarding principles remain the same:

- With regard to safeguarding, the best interests of children must always continue to come first
- If anyone in school has a safeguarding concern about any child they should continue to act and act immediately
- A DSL or deputy must always be available
- It is essential that unsuitable people are not allowed to enter the children's workforce and / or gain access to children
- Children should continue to be protected when they are online

Christchurch Junior takes a whole institution approach to safeguarding and this addendum will be shared and discussed with all staff. This will allow us to satisfy ourselves that any new processes in response to COVID 19 are not weakening or undermining our Child Protection Policy.

Child Protection Policy

CJS has an effective Child Protection Policy reflecting our usual safeguarding practices. However, this addendum summaries any key COVID 19 related changes.

The school continues to have due regard to updated advice from local safeguarding partners.

- PPNs will continue to be sent to school from the police as long as no 'out of office' reply is received. (Public Protection Notices are sent to inform of incidents of domestic violence).
- School Nursing Team are not carrying out any face to face work at this time
- Social care meetings such as CIN meetings are not being carried out face to face at this time
- The LA have made arrangements for EHCP reviews to be carried out virtually
- Children's social care meetings such as CIN and CP meetings are not being conducted face to face at this time

Children in care

It continues to be important for CJS to work with, and support children's social workers and the LA Virtual School Head for looked after and previously looked after children. Esther Curry is our designated teacher for LAC and is the first contact for communication.

Provision for vulnerable children – communications by telephone or other media

Ensuring that vulnerable children remain protected is a top priority for the school. Vulnerable children include (but is not limited to) those who have a social worker and those with an EHCP plan.

Children with a social worker have been offered a place in the school's provision. The school will continue to work with and support children's social workers to help protect vulnerable children. This will be especially important during the COVID-19 period.

The school's leadership along with the Pastoral Care Worker have identified approximately 80 children who are considered as potentially vulnerable during a time of change and school closure. These include (but are not limited to) children with EHCPs, children in the care system, those on Child in Need or Child Protection plans, those with health conditions, children under the care of CAMHS, children with learning or behavioural difficulties. Some of these children have been offered and accepted a school place.

For the other children identified as vulnerable, their families will be contacted regularly (at least once a week) by members of staff (by telephone) to see how the family are managing with current Government restrictions for social distancing due to COVID-19. If the class teacher is working from home, they should dial 141 first or from their mobile phone, to conceal their personal number. Staff should not share their personal telephone number with any child or parent in line with the school policy on Safer Working Practices. Strict confidentiality should be maintained with parents' personal contact details stored on the school SIMS system.

The purpose of the telephone calls are: to see how the children are managing at home; whether they are able to access the learning from school; whether there is anything school can support with etc. Where appropriate or helpful, staff may also talk to the children by telephone. A record of these conversations will be kept on the school's safeguarding software, namely MyConcern. This way all records of phone conversation are shared with the DSL and Deputy DSLs who can then decide if any action is appropriate. If a call is unanswered, staff will try again. If after several attempts there is still no answer, staff will try those named as 2nd or 3rd contacts for the pupil. If no contact has been made after 3 attempts, the DSL and the Pastoral Care Worker will decide whether to carry out a door step welfare visit or to contact the Multi Agency Safeguarding Hub (MASH) for advice.

Where families do not have internet access at home, school have made up learning packs for parents to collect/to be sent out.

As per government guidance, those families eligible for FSM have been contacted and offered vouchers for local food outlets. The children of these families have also been offered stationery packs to support home learning.

Communicating with all families and children

Parents have been regularly informed that any email contact with queries about their child's learning should be addressed to the school office email address. Emails will be directed to the relevant teacher who will respond quickly. The Class Dojo communication app is well established in Year 6 for communicating with parents and it has now been offered to all families in Years 4 and 5.

Teachers should maintain an appropriately professional style in their emails with parents. They need to be mindful of the guidelines for safer working practices and the code of conduct when emailing and not share any personal information with children or parents.

If teachers make use of video conferencing to meet with members of their class, they will need to establish protocols that are consistent with the code of conduct and guidelines for safer working practice. In the rare case where a teacher might be requested to conduct a video conference on a 1 to 1 basis with a child (eg to provide pastoral or academic guidance), there should be an adult present with the child. However, telephone is the preferred means for communication of this kind.

Reporting concerns about welfare and safeguarding

If staff and volunteers have any concerns about a child, the processes have not changed. The concern must be logged on My Concern. If the concern is urgent or important, this must also be communicated to the DSL directly, either in person or by telephone. Staff and volunteers will be reminded that there is a continued importance to act on any concerns and to act immediately.

Given the very different circumstances the school is operating in, it will be harder to establish concerns around peer on peer abuse. However, the process for managing any report of such abuse will be the same. These will be logged on My Concern and the DSL will take advice from the MASH if necessary. Supporting the victims will be more challenging if the child is not attending school. In these cases, the child would be considered vulnerable and a place in school would be considered.

Designated Safeguarding Lead

There will be a DSL (or deputy DSL) each day the school is open. Usually the DSL will be on site. If the DSL is working from home, the SLT member of staff will take responsibility for coordinating safeguarding on site. This might include liaising with the offsite DSL (or deputy) and as required liaising with children's social workers. If not onsite, the rota-ed designated DSL (or deputy) each day will be available via telephone without exception.

Attendance

Childcare places have been offered to children of key workers and also to children with social workers. The school has drawn up a register showing the days these children are expected to attend. School will follow up any vulnerable children who do not attend on the days they are expected and will inform the named social worker.

Key worker parents have been asked to provide school with updates of emergency contact details. School will complete the DfE attendance form daily, but will not complete usual attendance registers during school closure.

Safer recruitment, volunteers and movement of staff

It remains essential that people who are not suitable are not allowed to enter the children's workforce or gain access to children. Any recruitment of new staff will follow the Safer Recruitment processes already in place. In response to COVID 19, the DBS has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face to face contact.

Mental Health

This period of change and uncertainty might have a negative impact on the mental health of some of our staff, pupils and their parents. The school is aware of this in setting expectations of pupils' work at home.

Staff are asked to remain vigilant to early signs of this with regards to colleagues, pupils and families. We will be consistent in our message that school work sent home is not intended to cause stress nor is there an expectation that all tasks on the school website need to be completed – they are offered as suggestions to support home learning. We are aware many parents are working from home and caring for their children.

The current online learning hub includes advice on emotional wellbeing during this period. It gives advice to parents that most children respond well to structure during their days and gives sample timetables/routines for families to look at. The learning hub gives information about support available.

Any concerns regarding the mental health or emotional wellbeing of staff, pupils or parents, should be referred to the DSL or the Pastoral Care Worker (who is Mental Health First Aid Trained). Any concerns about a child's mental health should be logged on MyConcern initially.

Online safety

It will be more important than ever that Christchurch Junior School provides a safe environment, including online. The school will continue to ensure that appropriate filters and monitoring systems are in place to protect children when they are online in school.

The UK Safer Internet Centre's professional online safety helpline provides support for the children's workforce with any online safety issues they face.

The school will act on any guidance issued by the DfE on providing education remotely.

Children and online safety away from school

Christchurch Junior School will be doing everything they reasonably can to keep all of our children safe.

Families will be reminded in the newsletter and through 'The Learning Hub' of 'SMART RULES' which pupils must follow in order to keep themselves safe when online.

Parents will be advised to monitor their child's online use and to be vigilant at all times.

When staff make contact with parents and carers, these communications should be used to reinforce the importance of children being safe online.

Staff will check thoroughly any resources recommended for pupils to ensure they are appropriate and safe. The school will ensure children who are being asked to work online have very clear reporting routes in place so they can raise any concerns whilst online (CEOP - reporting online abuse - Link via the website). Links are also available for Childline (support) and UK Safer Internet Centre (to report and remove harmful online content).

Parents and carers may choose to supplement the school's online offer with support from online companies and in some cases individual tutors. In our communications with parents and carers, the school will emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. A link from the Learning Hub will take parents and carers to the online safety section of the school website, where they can find support and advice to keep their children safe online. The following sites are accessible (linked) directly from the website:

- Internet Matters - for support for parents and carers to keep their children safe online
- CEOP – reporting online abuse
- Parent info - for support for parents and carers to keep their children safe online
- Thinkuknow - for advice from the National Crime Agency to stay safe online
- UK Safer Internet Centre - advice for parents and carers
- Coronavirus (COVID-19) - support for parents and carers to keep their children safe online, Gov't publication 14 April 2020

Christchurch Junior School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.