Mersey Park Primary School

Annex 3 to the Safeguarding Policy

Safeguarding following full school reopening in September 2020 due to COVID -19.

Important contacts

The designated safeguarding lead (DSL) for child protection is:
Rebecca Tootell
The deputy designated leads are:
Danielle Perkins
Margaret Thomas
Lorraine White

1. Scope and definitions

This annex applies during the period of full reopening following school closure due to COVID-19. It reflects updated advice from our local safeguarding partners and local authority (LA).

It sets out changes to our normal safeguarding policy in light of the Department for Education's guidance Coronavirus: safeguarding in schools, colleges and other providers (updated 20.5.20), and should be read in conjunction with that policy and with Annex to the Child Protection policy: Safeguarding during the COVID-19 measures (31.3.20).

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

The Department for Education's definition of 'vulnerable children' includes those who:

> Are assessed as being in need, including children:

- With a child protection plan
- With a child in need plan
- Looked after by the local authority

> Have an education, health and care (EHC) plan

> Have been assessed as otherwise vulnerable by educational providers or LAs, for example those who are:

- On the edge of receiving support from children's social care services
- Adopted
- At risk of becoming NEET ('not in employment, education or training')
- Living in temporary accommodation
- Young carers
- Considered vulnerable at the provider and LA's discretion

2. Core safeguarding principles

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

Although we may still be 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 is essential that unsuitable people do not enter the school 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 continuing to attend or returning to school and those at home for agreed reasons.

Concerns can be logged, ideally, directly onto CPOMS or on the Safeguarding Record of Concern form (pink).

If a written record is being completed, ensure that it is given to the member of the Safeguarding team in school. In the unlikely event of a member of the team not being present on site, pass the record to a member of the Senior Leadership Team.

Emails have been sent to all staff giving details about how to log on to CPOMS and how to record an alert. Alerts are checked regularly throughout the day whether the safeguarding team are onsite or working offsite

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

There will be a trained DSL or deputy DSL on site at all times. On rare occasions when all members of the team are not on site, they can be reached by phone call or email, by a member of the Senior Leadership Team. All contacts details are listed in the 'Important contacts' section at the start of this annex.

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

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 annex 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

We will resume taking our attendance register. Where any child we expect to attend school doesn't attend, or stops attending, we will:

> Follow up on their absence with their parents or carers, by telephone call

> Notify their social worker, where they have one

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.

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 – 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, supply staff or volunteers.

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 (TRA) using the referral form for employees.

9. Contact plans

In rare circumstances, if pupils are unable to return to school, we will have contact plans for children with a social worker, and other children who we have safeguarding concerns about, 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

Each child has an individual plan, which covers:

> How often the school will make contact – this will be at least once a week

> Which staff member(s) will make contact – as far as possible, this will be staff who know the family well

> How staff will make contact – this will be over the phone (using school phones and devices to make calls home or, if necessary, they will use personal phones but they will withhold their personal number), doorstep visits, or a combination of both.

> Who staff will make contact with - initially a parent/carer but staff will also speak directly to children at home to help identify any concerns.

> Which outside agencies are also supporting the family e.g. Koala North West, and how we will work with the agency to provide support

In staff recording of the outcome of the conversation they will include information on the following:

> Any concerns raised by the parent/carer or child, regarding:

♦ Not completing assigned work or logging on to school systems

♦ No contact from children or families

♦ Seeming more withdrawn or anxious

We will agree these plans with children's social care where relevant, and will review them at the weekly pastoral care meeting.

If we are unable to make contact, we will contact the allocated social worker, children's social care or the police.

10. Safeguarding all children

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.

11. Children returning to school

The DSL (or deputy) will do all they reasonably can to find out from parents and carers whether there have been any changes regarding welfare, health and wellbeing that they should be aware of before the child returns.

The DSL (and deputies) will support staff and children regarding new concerns (and referrals as appropriate) as more children return to school.

Staff and volunteers will be alert to any new safeguarding concerns as they see pupils in person.

12. Mental health

Staff and volunteers will be aware of the possible effects that this period may have had on pupils' mental health. They will look out for behavioural signs, including pupils being fearful, withdrawn, aggressive, oppositional or excessively clingy, to help identify where support may be needed.

Staff will use resources provided by Liverpool CAMHS including Returning to School Journals.

We will continue to offer our current mental health support for all pupils.

13. Staff recruitment

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 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.

14. Safeguarding induction and training

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

14.1 New staff induction

New staff and volunteers will continue to receive:

> A safeguarding induction
> A copy of our safeguarding policy (and this annex)
> Keeping Children Safe in Education part 1
> Confirmation of DSL arrangements

14.2 DSL training

The DSL (and deputy) may not be able to take part in training during this period. If this is the case, the DSL (and deputy) will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

The DSL (and deputy) will do what they reasonably can to keep up to date with safeguarding developments, such as via safeguarding partners, newsletters and professional advice groups.

15. Keeping records of who is 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.

16. Monitoring arrangements

This policy will be reviewed as guidance from the 3 local safeguarding partners, the LA or Department for Education is updated, and as a minimum every 4 weeks by Rebecca Tootell, DSL. At every review, it will be approved by the full governing board.

17. Links with other policies

This policy links to the following policies and procedures:

> Safeguarding policy

> Staff Code of conduct

> Acceptable Use Policy

> Health and Safety policy

> E-Safety policy

> Whistle-blowing policy

> Anti-bullying policy