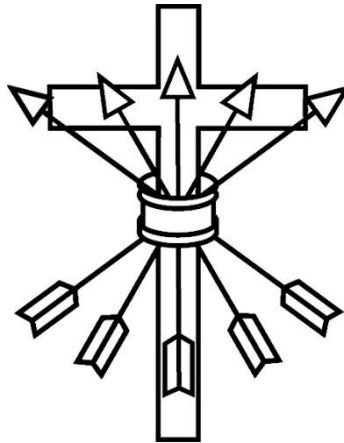


WADDESDON CHURCH OF ENGLAND SCHOOL



SAFEGUARDING & CHILD PROTECTION POLICY ADDENDUM

STATUS OF POLICY:	Statutory Policy
BASED ON LA PROCEDURE DATED:	Adopted NGA model policy March 2020
COMMITTEE RESPONSIBLE:	FGB
GOVERNING BODY APPROVAL:	20 April 2020
REVIEW DATE:	Autumn Term 2020

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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	James Sturla	01296 651382 jsturla001@waddesdonschool.com
Deputy DSL	Annalies McIver Rachel Branton	amciver1@waddesdonschool.com rbranton@waddesdonschool.com
Designated member of senior leadership team if DSL (and deputy) can't be on site	M Matthew Abbott	M mabbott1@waddesdonschool.com
	T Sam Jones	T sjones5@waddesdonschool.com
	W Rachel Branton	W rbranton@waddesdonschool.com
	TH Annalies McIver	TH amciver1@waddesdonschool.com
	F James Sturla	F jsturla001@waddesdonschool.com
Headteacher	Matthew Abbott	01296 651382 mabbott1@waddesdonschool.com
Local authority designated officer (LADO)	Brindha Emmanuel	secure-LADO@buckinghamshire.gov.uk . 01296 382070
Chair of Governors	Graham Parker	gparker@waddesdonschool.com
Safeguarding Governor	Rex Stevens	rstevens@waddesdonschool.com
Deputy Safeguarding Governor	Stephen Starsmore	sstarsmore@waddesdonschool.com

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from our 3 local safeguarding partners, Buckinghamshire County Council, Buckinghamshire Clinical Commissioning group and Thames Valley Police. 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 assistant safeguarding Lead 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. Please continue to use Edukey to report any concerns. The “reporting a concern” flow diagram is attached at Appendix 1.

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 assistant SLs) can’t be in school, the DSL can be contacted remotely by: [email: jsturla001@waddesdonschool.com or Mobile: 07920885476].

We will keep all school staff and volunteers informed by email as to who will be the DSL on any given day, and how to contact them. Please check the staffing rota that is sent out via email.

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

On occasions where there is no DSL on site, a senior leader will take responsibility for co-ordinating safeguarding. This information is listed in the important contacts section. The senior leader will be responsible for liaising with the off-site DSL 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

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 three 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:

- **Buckinghamshire Safeguarding Children Partnership (BSCP)**

COVID-19 Update – Guidance for Contacting the BSCP Team

Following recent Government guidance, a decision has been made for support staff within the Buckinghamshire Safeguarding Children Partnership and Buckinghamshire Safeguarding Adults Board to work from home. Where possible please contact the team via e-mail in the first instance.

For urgent matters where you need to speak to a member of the team please call:

- Vince Grey (Safeguarding Partnership Manager) on 07890 398035: or
- Christine Hutson (Partnership Administration Officer) on 01296 387146 with effect from Monday 23rd March 2020.

The BSCP Covid19 poster is attached at Appendix 2.

- **Buckinghamshire Clinical Commissioning Group (CCG) guidance**

The NHS in Buckinghamshire and Public Health England are well prepared for outbreaks of new infectious diseases. The NHS has put in place measures to protect patients, our community and NHS staff while ensuring as many services as possible are available to the public.

Up-to-date NHS information on the COVID-19 infection, including symptoms and when people should stay at home, can be found at:

www.nhs.uk/conditions/coronavirus-covid-19

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do.

Buckinghamshire Healthcare NHS Trust has information about changes to services at its hospitals (including Stoke Mandeville, Wycombe and Amersham) during the COVID-19 pandemic.

You can find local information and advice on council services (including schools, social care, transport), at this Buckinghamshire Council webpage. This page also explains how to get involved in Local Support Hubs to help vulnerable people, and how to access help if you are in need.

Please stay at home:

Only go outside for food, health reasons or work (but only if you cannot work from home)

If you go out, stay 2 metres (6ft) away from other people at all times

Wash your hands as soon as you get home

Do not meet others, even friends or family.

You can spread the virus even if you don't have symptoms.

And please remember:

Always carry tissues with you and use them to catch your cough or sneeze. Then bin the tissue, and wash your hands, or use a sanitiser gel.

Wash your hands often with soap and water, especially after using public transport. Use a sanitiser gel if soap and water are not available.

Avoid touching your eyes, nose and mouth with unwashed hands.

Avoid close contact with people who are unwell.

- **Thames Valley Police guidance**

We understand that the new Government measures will undoubtedly have a major impact on you all and whilst this is difficult, it is a necessary adjustment. This is about protecting yourselves, each other and the emergency services working hard to keep you safe.

We ask you all to please take notice of the new direction from government and stay at home to help the national effort to stop the spread of the virus.

Thames Valley Police will, as always, police with respect and engagement and we will continue our day to day policing and we will be working with our communities so they understand the importance of complying with the government direction.

We continue to follow government, Public health England and the National Police Chief's Council's direction in the fight against Coronavirus.

We have tried and tested contingency plans in operation to enable us to continue to protect the most vulnerable in society and respond to where the need is most.

All precautions are being taken in order to protect our officers and staff so that we continue to police the Thames Valley.

Thank you for your support.

We will continue to share updates on social media and through Thames Valley Alerts. For more information on Coronavirus, you may want to visit the following sites:

- [NHS advice](#) - How to avoid catching or spreading germs and when to seek medical help
- [PHE advice](#) - Daily updates, signs and symptoms, current risk level
- [Government updates](#) - Daily updates on the outbreak

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 phoning home on the first day of absence.
- 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.

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.

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.

These children may have had a social worker previously, been seeing the school counsellor or had a mentor in school. These are only examples.

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 whom 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 set out:

- How often the school will make contact
- Which staff member(s) will make contact
- How they will make contact

We have agreed these plans with children's social care where relevant, and will review them every two weeks.

If we can't make contact, we will contact children's social care or the police.

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

Please refer to the Staff Code of Conduct for details about the acceptable use of technology, staff/pupil relationships and communication, including the use of social media.

Teachers should additionally ensure the following when setting remote learning.

Remote teaching

If you plan to record lessons via an online platform, staff should assess any risks and take appropriate actions to minimise harm.

Pre-recorded videos created by Waddesdon Staff should only include employees of Waddesdon Church of England School.

Things to consider include:

- Where is the recording taking place?

Teachers should be in a neutral area where nothing personal or inappropriate can be seen or heard in the background.

- Which platform will you use?

Always make sure the platform you are using is suitable for the children's age group. Set up school accounts for any online platforms you use (don't use teachers' personal accounts). Check the privacy settings.

- Contacting children at home
 - Staff should block personal mobile/landline telephone number when making phone calls to students/parents
 - Where work has not been submitted/is not of the expected standard, communication with students (Y7-Y11) should be via SMHW
 - Phone contact between teachers and students should be during school opening hours of 8am-4.30pm
 - Direct contact with students should only be to discuss issues arising from school work/projects e.g assemblies, and wider school concerns e.g well-being checks, SEN support, attendance, safeguarding concerns and Sixth form interviews
 - Staff should use parents' or carers' email addresses or phone numbers to communicate with children, unless this poses a safeguarding risk.
 - Staff should use school accounts to communicate via email or online platforms, never teachers' personal accounts.
 - Staff should make sure any phone calls are made from a blocked number so teacher's personal contact details are not visible.
 - If staff members are accessing families' contact details at home, they must ensure they comply with the Data Protection Act 2018.

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
- We will notify parents and carers through a weekly newsletter

12. Mental health

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

There will be the opportunity for high needs pupils to be supported by the school counsellor via telephone. We will also signpost all pupils, parents and staff to other resources to support good mental health at this time.

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. Julie Nicholas (Business Manager) will complete these risk assessments.

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 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.

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 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

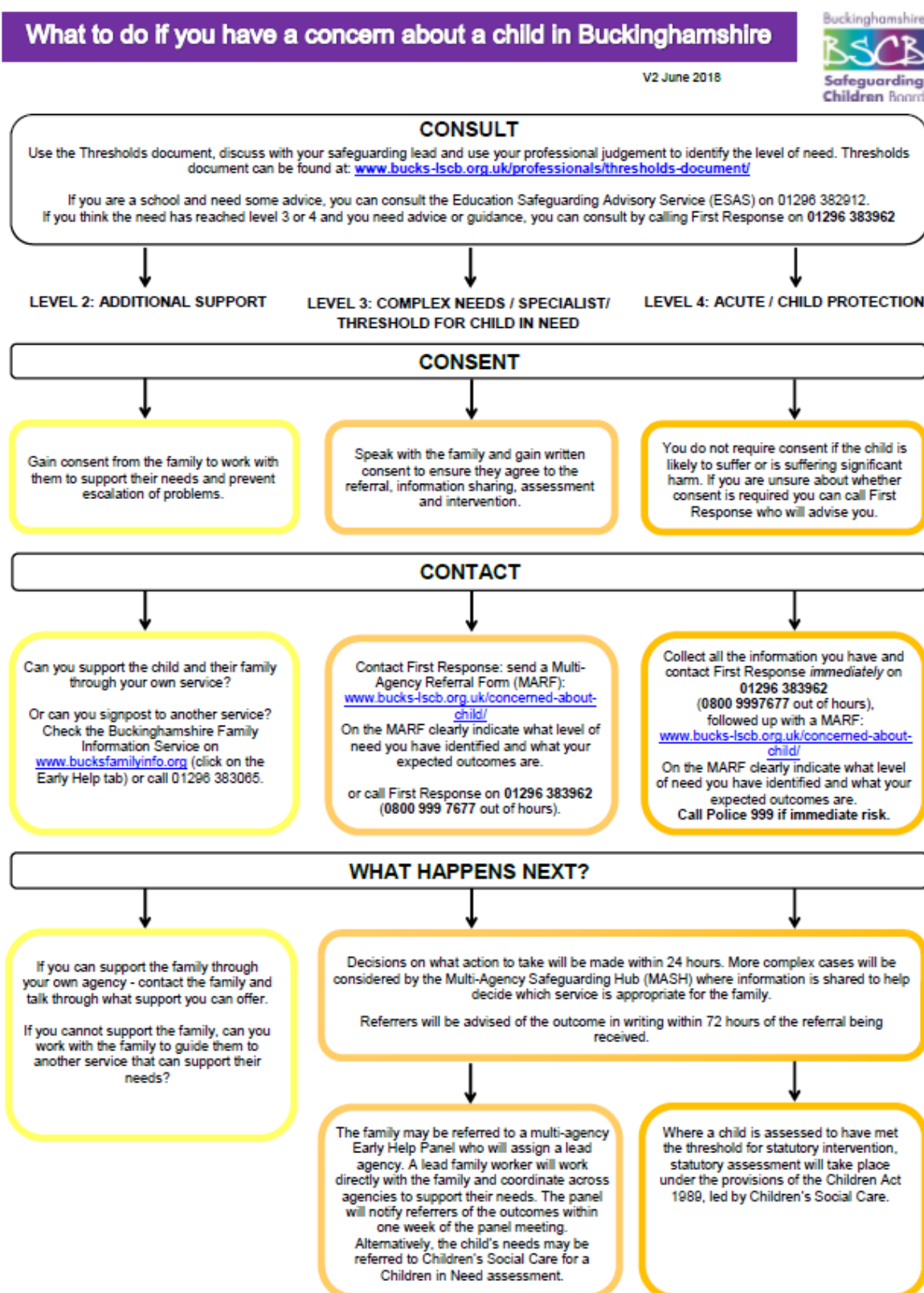
This policy will be reviewed as guidance from the three local safeguarding partners, the LA or DfE is updated, and as a minimum every 3 weeks by James Sturla. At every review, it will be approved by the Safeguarding Governor and Deputy Safeguarding Governor.

16. Links with other policies

This policy links to the following policies and procedures:

- Child protection policy
- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy
- Whistleblowing policy
- Behaviour policy (Including anti bullying)

Appendix 1 - Reporting a concern flowchart



This document can be downloaded from: www.bucks-lscb.org.uk/professionals/thresholds-document/

Appendix 2 - BSCP COVID-19 Poster

First Response: 01296 383962



Buckinghamshire
Safeguarding Children Partnership



Be vigilant, there has been a rise in coronavirus related scams with criminals exploiting fears about COVID-19 to prey on members of the public, particularly older and vulnerable people including:

- Door-Stop Crime: targeting older people on their doorstep and offering to do their shopping. Thieves take the money and do not return.
- Online Crime: Parents being sent e-mails asking for their banks details for Free School Meals
- Bogus demands for donations and health supplements that claim to prevent infection

Please [click here](#) for further information and advice from National Trading Standards.
Concerned residents or anybody with information about coronavirus related scams are being asked to e-mail:

We can all help in the fight against the spread of **Covid-19** as we have a responsibility to ourselves and others:

Hygiene 	<ul style="list-style-type: none">• washing your hands more often - with soap and water for at least 20 seconds or use a hand sanitiser when you get home or into work, when you blow your nose, sneeze or cough, eat or handle food• avoid touching your eyes, nose, and mouth with unwashed hands• cover your cough or sneeze with a tissue, then throw the tissue in a bin and wash your hands• clean and disinfect frequently touched objects and surfaces in the home
Social Distancing 	<ul style="list-style-type: none">• avoid contact with someone who is displaying symptoms- see NHS website for symptoms & what to do.• avoid non-essential use of public transport when possible• work from home, where possible.
Vulnerable People 	<ul style="list-style-type: none">• avoid gathering with anyone outside of your household; keep in touch using phone, internet, social media.• use telephone or online services to contact your GP or other essential services• the vulnerable include; the over 70's, those with underlying health condition, pregnant women and more.• if you already receive support from health and social care organisations, this will continue
Stay Healthy 	<ul style="list-style-type: none">• home exercises such as aerobics, yoga and dancing can improve your health and lift your mood• walking, running or cycling outdoors in line with 1 hour government guidelines• mental health is important, so keep in touch with friends and family by phone or social media• Include plenty of fruit, vegetables and water to your daily diet

For more information and advice on financial matters, fitness, eating healthy and more, please visit www.gov.uk/coronavirus