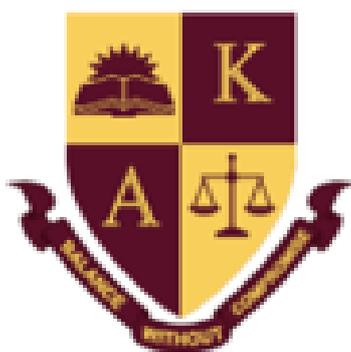


Child protection and safeguarding: COVID-19 addendum

Al-Khair Secondary Schools



Approved by:	Governing Body	Date: April 2020
Last reviewed on:	30 th April 2020	
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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Aisha Chaudhry	aisha.chaudhry@alkhairshool.org.uk safe@alkhairschool.org.uk
Deputy DSLs	Ahmed Jeddo Samia Arooj	ahmed.jeddo@alkhairschool.org.uk samia.arooj@alkhairschool.org.uk
Designated safeguarding governor	Usman Ahmed	usman.ahmedgov@alkhairschool.org.uk
Chair of governing body	Nadeem Haque	nadeem.haque.gov@alkhairchool.org.uk
Local authority designated officer (LADO)	Senior LADO: Steve Hall LADO: Jane Parr	Email: steve.hall@croydon.gov.uk Tel: 0208 255 2889 Mob: 07825 830328 Email: jane.parr@croydon.gov.uk Tel: 0208 726 6000 (Ext. 84343) Mob: 07985 590505 02082552889 LADO@croydon.gov.uk
Single Point of Contact (SPOC) for Early Help and Children's Social Care	Urgent child protection matters (Mon to Fri 9am-5pm) Consultation/ advice line (anonymous) Out of hours line	0208 255 2888 0208 726 6464 0208 726 6400 childreferrals@croydon.gov.uk secure: childreferrals@croydon.gcsx.gov.uk

		<p>Manager: Jonathan Lung (Service Leader, Children & Families)</p> <p>Email: Jonathan.Lung@croydon.gov.uk</p>
Useful links for further information on Safeguarding		<p>https://croydonlcsb.org.uk/professionals/resources/</p>

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, Croydon Council, NHS Croydon CCG and the Metropolitan Police Service and Croydon local authority (LA).

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 deputy should always be available (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. 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.

Our DSL (or deputy) can't be in school, they can be contacted remotely by sending an email at safe@alkhairschool.org.uk or phone 0788061348. We will keep all school staff and volunteers informed by email as to who will be the DSL (or deputy) on any given day, and how to contact them.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are. On occasions where DSL is unavailable, a deputy DSL will take responsibility for coordinating safeguarding, this will be Mr Ahmed Jeddo or Ms Samia Arooj. You can contact them by emailing at ahmed.jeddo@alkhairschool.org.uk or samia.arooj@alkhairschool.org.uk

The deputy DSLs will be responsible for liaising with the off-site DSL to make sure they 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 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, via SIMS.
- Notify their social worker, where they have one

We are using an internal daily online attendance form to keep an accurate record of who is attending school.

We will contact parents and carers via SIMS 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. by contacting DSL or deputy DSLs via email, the evidence and statements will be gathered in order to carry out investigation, online support will be provided to victims during school closure.

- All information regarding the case must be sent at safe@alkhairschool.org.uk, include your name, the date the concern was raised, the child(s) name(s) and be detailed whilst including as much of the child' own wording as possible.
- DSLs should take decisions to contact agencies such as LADO when cases may need involvement of external agencies. <https://www.gov.uk/report-child-abuse-to-local-council>

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. If they have concerns about a member of staff or a volunteer, or an allegation is made about a member of staff or volunteer posing a risk of harm to children, speak to the headteacher. If the concerns/allegations are about the headteacher, contact Claire Sims (HR manager) via email at claire.rudman@alkhair.org who will liaise directly with the Proprietor or the Governing Body, investigation will be done virtually during 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 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.

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 must 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, if applicable, and will review them every 6 weeks.

If we can't make contact, we will contact the relevant authorities.

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

Where staff are interacting with children online, they will continue to follow our existing staff behaviour policy/code of conduct/IT acceptable use policy. These have been re-communicated to staff and parents and will continue to be monitored.

The school's existing Code of Conduct section in relation to the use of technology; staff/pupil relationships and communication; and use of social media should provide a sufficiently robust basis to safeguard staff and children. Any exemptions or deviations to this must be approved by the head teacher as part of an agreed plan.

If contact is required, then safeguarding must remain the primary consideration when deciding to permit any online or remote contact between staff and the children.

For example:

- Staff must not contact children on the child's mobile phones. Telephone welfare checks must be made via the parents/carers contact numbers.

- Staff must not email pupils from personal email address or email pupils at personal email addresses. Any email between staff and children must be from/to email addresses within the school's email system.
- Staff must not deliver live online activities/lessons on a one to one basis. These must be delivered from school platforms/accounts and there must always be at least two members of staff present online for the duration of all such lessons/activities.

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

Sources of support include:

- [Internet matters](#) - for support for parents/carers to keep their children safe online
- [London Grid for Learning](#) - for support for parent/carers to keep their children safe online
- [Net-aware](#) - for support for parents/careers from the NSPCC
- [Parent info](#) - for support for parents/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/carers

12. Mental health

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

CAMHS is continuing to operate during this period with a revised service.

Croydon Mental Health Support Team (MHST) and Support Engagement and Delivery in Schools (SEADS) Team are continuing to support Croydon schools.

- One to one work with young people and families is continuing via telephone.
- The MHST are running a trial helpline from 30th March, which will be operational during school hours (9am-3:15pm), providing advice and support for young people and families.
- They are continuing to provide consultancy and advice for teaching staff on 07702 339000. If there is any difficulty accessing this phone line please could you alert them via email on croydoncamhsmail@slam.nhs.uk with the email subject line **“MHST phone-line help”**
- Croydon pupils also have access to Kooth online counselling service <https://www.kooth.com/>.

Full details of their revised service can be found [here](#).

A reminder to parents/carers and children of the support that is available around mental health.

Sources of support include:

- [Child Line](#)– 0800 1111
- [Samaritans](#) – 116 123
- [Papyrus](#) (Prevention of Young Suicide) – 0800 068 4141
- [Young Minds](#) Crisis Messenger – text YM to 85258
- [Croydon Drop In](#) (CDI)
- [Off The Record](#) Croydon

Domestic Abuse

The Covid-19 response will place increased stress on families. In other parts of the world reported incidents of domestic abuse have increased significantly during lockdowns. School staff need to be particularly attuned to this increased risk at this time and the impact that this could have on children.

Support is available from:

- [FJC](#) – 0208 688 0100 or email fjc@croydon.gov.uk
- [SPOC Consultation Line](#) – email childreferrals@croydon.gov.uk

Education safeguarding advice & guidance

Further advice and guidance on education safeguarding matters is available from [Croydon Safeguarding Children Partnership](#).

Alternatively contact:

- Mike McKeaveney (Head of Standards, Safeguarding & Inclusion)
 - Michael.mckeaveney@croydon.gov.uk
- Chris Roberts (Head of Learning Access)
 - Chris.roberts@croydon.gov.uk

The Department for Education operate a Covid-19 helpline.

- DfE.coronavirushelpline@education.gov.uk
- 0800 046 8687 (8am-6pm Monday to Friday; and 10am-4pm at weekends)

NSPCC advice on safeguarding & child protection in relation to Covid-19

- A link to the NSPCC webpages can be found [here](#)

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

13.2 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

13.3 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. 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, 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 of every 3-4 weeks by the 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:

- Staff code of conduct
- IT acceptable use policy
- Health and safety policy
- Online safety policy