



## Safeguarding Addendum : Covid-19

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**Lead Person(s): R. Dyer, Headteacher & DSL**

**Ratification by: FGB (Chair's Action 22 April, minuted @ FGB meeting 7 May 2020)**

**Statutory Addendum: Yes**

**Policy Author: R. Dyer, Headteacher & N. Bowles, Governor (from model addendums by [The Key for School Governors](#) and Andrew Hall (safeguarding consultant @ [safeguardingschools.co.uk](#)))**

### Our school vision

We encourage our learners to be ambitious for themselves, and for others, by challenging and supporting them in questioning the world and in finding solutions. Our Christian vision is deeply rooted in our theological understanding of St Paul's letter to the Philippians:

***"I can do all things through Him who gives me strength"***

Through our exploration and teaching of the Christian values of friendship, compassion and service, we want our learners to be ready to learn, respectful of each and to feel safe so that they can flourish in today's world, knowing that they are loved and cherished by God.

For it is through Him, that they are given the strength to encounter each day and live life in all its fullness.

### How this addendum enables the school to fulfil the vision

At Burdett-Coutts, we aim to give children the confidence to believe that through effort and diligence, they can **"do all things"** and achieve. To enable this, we believe that our school should provide a caring, positive, stimulating and safe environment which promotes the welfare and social, physical and moral development of the individual child.

Having safeguards in place within our school not only protects and promotes the welfare of children but also it enhances the confidence of governors, staff, volunteers and parents/carers.

This addendum outlines our safeguarding and child protection duties in response to Covid-19. It accompanies our [Safeguarding & Child Protection Policy](#) to provide clear and consistent procedures for dealing with issues of concern or abuse, in line with our school vision and rules.



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### Background

This addendum of the Burdett-Coutts & Townshend Foundation CE VA Primary School [Safeguarding & Child Protection policy](#) contains details of our individual safeguarding arrangement in key areas in response to Covid-19. This addendum draws from the following guidance:

[Coronavirus \(COVID-19\): safeguarding in schools, colleges and other providers](#) - Department for Education

[Safeguarding update April 3rd 2020 for schools during the Covid-19 closure period](#) – London Diocesan Board for Schools

This addendum applies to all staff and volunteers working in the school.

Our school is committed to helping children achieve good outcomes by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

The health, safety and well-being of all our pupils are of paramount importance to everyone who works in Burdett-Coutts and all children have the right to protection from harm, regardless of age, gender, race, culture or disability.

If at any time it is considered that the child may be **a child in need, has suffered or is at risk of significant harm, or is in immediate danger**, a referral must be made immediately to children's social care – in the local authority where the child lives and in accordance with the threshold document published by the relevant Multi-Agency Safeguarding Partners.

**In cases of significant harm or immediate danger, the police must be notified immediately.**

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### Key contacts

<b>Burdett-Coutts &amp; Townshend Foundation C.E. Primary School:</b> <b>For all telephone enquiries, please call 020 7828 6790</b>	
<b>Designated Safeguarding Lead &amp; Child Protection Officer:</b> Name: Mrs R. Dyer Email: <a href="mailto:head@burdettcoutts.co.uk">head@burdettcoutts.co.uk</a>	<b>Deputy Designated Safeguarding Lead &amp; Child Protection Officer:</b> Name: Mrs S. Lee Email: <a href="mailto:sgraham@burdettcoutts.co.uk">sgraham@burdettcoutts.co.uk</a>
<b>Headteacher:</b> Name: Mrs R. Dyer Email: <a href="mailto:head@burdettcoutts.co.uk">head@burdettcoutts.co.uk</a>	<b>Chair of Governors:</b> Name: Mr P. Carrivick Email: <a href="mailto:pcarrivick@burdettcoutts.co.uk">pcarrivick@burdettcoutts.co.uk</a>
<b>Family Support Officer:</b> Name: Mrs L. Deary Email: <a href="mailto:ldeary@burdettcoutts.co.uk">ldeary@burdettcoutts.co.uk</a>	<b>Governor for Safeguarding &amp; Child Protection:</b> Name: Ms A. Johnson Email: <a href="mailto:ajohnson@burdettcoutts.co.uk">ajohnson@burdettcoutts.co.uk</a>
<b>Contacts for Safeguarding: London Borough of Westminster</b>	
<b>Safer Organisation Manager &amp; Local Authority Designated Officer (LADO):</b> Sharon Ackbersingh Telephone: 07714 845702 Email: <a href="mailto:sharon.ackbersingh@rbkc.gov.uk">sharon.ackbersingh@rbkc.gov.uk</a>	<b>To report a concern about a child or young person in Westminster please contact:</b> Children's Services Team (9am – 5pm weekdays) Tel: 0207 641 4000 or  Emergency Duty Team (out of hours) Tel: 020 7641 2388
<b>Duty Child Protection Advisors:</b> <ul style="list-style-type: none"> <li>• <b>Gourita Gibbs</b>                      Telephone: 020 7641 4199                      Email: <a href="mailto:ggibbs@westminster.gov.uk">ggibbs@westminster.gov.uk</a></li> <li>• <b>John Griffin</b>                      Telephone: 020 7641 1615                      Email: <a href="mailto:jgriffin@westminster.gov.uk">jgriffin@westminster.gov.uk</a></li> <li>• <b>Gabby Bernard</b>                      Telephone: 020 7641 4003                      Email: <a href="mailto:gbernard@westminster.gov.uk">gbernard@westminster.gov.uk</a></li> </ul>	<b>NSPCC whistle-blowing helpline:</b> Tel: 0800 028 0285 Email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>  <b>NSPCC Report abuse helpline:</b> Tel: 0808800 5000 or <a href="#">report it online</a>  <p style="text-align: center;"><b>In an emergency call the police on 999</b></p>



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### Scope and definitions

This addendum applies during the period of school closure due to COVID-19 and reflects updated advice from our local safeguarding partners and London Borough of Westminster local authority.

It sets out changes to our normal [Safeguarding & 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 [Safeguarding & 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

### Core safeguarding principles

We will still have regard to the statutory safeguarding guidance [Keeping Children Safe in Education \(September 2019\)](#). 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
- 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

### Designated Safeguarding Lead (and deputy) arrangements

**The Designated Safeguarding Lead at Burdett-Coutts is Mrs R. Dyer**

**The Deputy Designated Safeguarding Lead at Burdett-Coutts is Mrs. S. Lee**



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It is important that all Burdett-Coutts & Townshend CE Primary School staff and volunteers have access to a trained DSL (or deputy). On each day staff on site will be made aware of that person is and how to contact to them.

The optimal scenario is to have a trained DSL (or deputy) available on site and we will aim to ensure this wherever possible. Where this is not the case, a trained DSL (or deputy) will be available to be contacted remotely via phone, email or online video - for example when working from home.

The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely. We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are.

Details of important contacts are listed in the Key Contacts section at the start of this addendum.

Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include:

- updating and managing access to MyConcerns
- liaising with the offsite DSL (or deputy)
- and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

### **Working with other agencies**

School staff are working with six other schools in our locality to provide childcare for our vulnerable children and for children whose parents are critical workers. This means that they will be deployed to work in other school settings during the school closure.

Each host school will ensure that there is a trained DSL available on site on their respective hosting day/days.

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.



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### 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 still attending school and those at home. 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.

Where staff have a concern about a child, they should contact the **Children's Services Team on 020 7641 4000** (9am to 5pm weekdays) or outside of these times the **Emergency Duty Team on 020 7641 2388**. In addition, they should email a report to Mrs S. Lee (Deputy DSL) and Mrs R. Dyer (DSL).

Staff are reminded of the need to report any concern immediately and without delay. Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors.

### Concerns about a staff member or volunteer

We will continue to follow the principles set out in our [Safeguarding & Child Protection policy](#) and part 4 of [Keeping Children Safe in Education \(September 2019\)](#).

Staff should continue to act on any concerns they have immediately – whether those concerns are about staff/volunteers working on site or remotely.

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.

### Monitoring attendance

During school closure, a daily attendance register is taken at the host school for the children of critical workers and the vulnerable children. An online submission is made every day to the DfE by the host school.



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The usual daily school register is not recorded as all schools in the UK are closed.

The DSL, Deputy DSL and safeguarding team will make daily telephone calls to the homes of the children of critical workers and the vulnerable children to remind them of the childcare offer and to check on their wellbeing.

If the safeguarding team have any concerns about pupil attendance, they will:

- Notify Westminster Children's Services and the relevant social worker
- Notify Westminster Attendance Department.

### Children attending other settings

When children attend a different host school, 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

### Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include 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.

There is an expectation that vulnerable children who have a social worker will attend an education setting, so long as they do not have underlying health conditions that put them at risk.

In circumstances where a parent does not want to bring their child to an education setting, and their child is considered vulnerable, the social worker and school name will explore the reasons for this directly with the parent.





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Where parents are concerned about the risk of the child contracting COVID19, we or the social worker will talk through these anxieties with the parent/carer following the advice set out by Public Health England. We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Those with an EHC plan will be risk-assessed in consultation with the Local Authority and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home.

This could include, if necessary, carers, therapists or clinicians visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability. Senior leaders, especially the Designated Safeguarding Lead (and deputy) know who our most vulnerable children are. They have the flexibility to offer a place to those on the edge of receiving children's social care support.

We will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children. The lead person for this will be Mrs E. Camplin.

### **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 contact these families individually.

### **Contact plans**

Burdett-Coutts & Townshend Foundation CE Primary School is committed to ensuring the safety and wellbeing of all its children. Where a child has been identified to be on the edge of social care support, or who would normally receive pastoral-type support in school, they will ensure that a robust communication or contact plan is in place for that child.

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



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- 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 sets out:

- 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, doorstep visits, or a combination of both

We have agreed these plans with children's social care where relevant and will review them regularly. If we can't make contact or where concerns arise, the DSL will take steps to contact the relevant departments or the police.

### Online safety

#### In school

Burdett-Coutts & Townshend Foundation CE Primary school will continue to provide a safe environment, including online. This includes having appropriate filtering and monitoring systems in place in school.

Where students are using computers in school, appropriate supervision will be in place. If IT staff are unavailable, we will put in place an appropriate contingency plan and inform staff, volunteers, governors and parents about the new arrangements.

#### Outside school

Where staff are interacting with children online, they will continue to follow our existing policies:

Staff Code of Conduct  
Email Security & Etiquette Guidance  
ICT User Agreement  
Online Safety Policy

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per our [Safeguarding & Child](#)



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[Protection policy](#) and where appropriate, referrals should still be made to children's social care and as required, the police.

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.

Online teaching should follow the same principles as set out in the Staff Code of Conduct and we will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Live streaming is not permissible. Teachers will deliver their lessons as a series of tasks, activities, competitions and questions on Google Classrooms.

### **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

### **Peer-on-peer abuse**

We recognise that during the closure a revised process may be required for managing any report of such abuse and supporting victims. Staff should continue to act on any concerns they have immediately – about both children attending school and those at home.

Where we receive a report of peer on peer abuse, we will continue to follow the principles set out in our [Safeguarding & Child Protection policy](#) and part 5 of [Keeping Children Safe in Education \(September 2019\)](#) when managing reports and supporting victims of peer-on-peer abuse.

We will listen and work with the young person, parents/carers and any multiagency partner required to ensure the safety and security of that young person. Concerns and actions must be recorded on MyConcerns and appropriate referrals made.



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### **Mental health**

Burdett-Coutts & Townshend Foundation CE Primary School recognises that school is a protective factor for children and young people, and the current circumstances, can affect the mental health of pupils and their parents/carers.

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.

Our school will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to pupil ratio numbers are maintained, to maximise safety.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

We will ensure that where we care for children of critical workers and vulnerable children on site, we ensure appropriate support is in place for them. This will be bespoke to each child and recorded on MyConcerns.

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.

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

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

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children.

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 \(September 2019\)](#).



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In response to COVID-19, the Disclosure and Barring Service (DBS) has made changes to its guidance on standard and enhanced DBS ID checking to minimise the need for face-to-face contact.

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 \(September 2019\)](#).

Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

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.

We will continue to follow the legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult. Full details can be found at paragraph 163 of [Keeping Children Safe in Education \(September 2019\)](#).

We will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of [Keeping Children Safe in Education \(September 2019\)](#) and the TRA's 'Teacher misconduct advice for making a referral'. During the COVID-19 period all referrals should be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk)

Whilst acknowledging the challenge of the current national emergency, it is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers will be in the school, and that appropriate checks have been carried out, especially for anyone engaging in regulated activity. As such, we will continue to keep the single central record (SCR) up to date as outlined in paragraphs 148 to 156 in [Keeping Children Safe in Education \(September 2019\)](#).

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

If staff are deployed from another education or children's workforce setting to our school, 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.

We will take into account the DfE supplementary guidance on safeguarding children during the COVID-19 pandemic and will accept portability as long as the current employer confirms in writing that:



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- the individual has been subject to an enhanced DBS and children's barred list check
- there are no known concerns about the individual's suitability to work with children
- there is no ongoing disciplinary investigation relating to that individual

These risk assessments will be overseen by the Headteacher or a delegated member of the senior leadership. We will also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

### **Safeguarding induction and training**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus. For the period COVID-19 measures are in place, a DSL (or deputy) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of [Keeping Children Safe in Education \(September 2019\)](#). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Burdett-Coutts & Townshend CE Primary School, they will continue to receive:

- A safeguarding induction
- A copy of our [Safeguarding & Child Protection policy](#) (and this addendum)
- Part 1 of [Keeping Children Safe in Education \(September 2019\)](#)

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 [Safeguarding & Child Protection policy](#) and this addendum
- Confirmation of local processes
- Confirmation of DSL arrangements

### **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



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### Monitoring arrangements

This policy will be reviewed as guidance from our local safeguarding partners, the LA or DfE is updated, and as a minimum every 4 weeks by the Headteacher, DSL or deputy. At every review, it will be approved by the full governing board.

### Links with other policies

This addendum links to the following policies and procedures:

[Safeguarding & Child Protection](#)

[Rights Respecting Positive Behaviour](#)

[Anti-Bullying](#)

[Special Educational Needs](#)

Staff Code of Conduct

Health & Safety

[Online Safety](#)

[Whistleblowing](#)