

Child protection and safeguarding: COVID-19 addendum



Equal opportunities statement

Oulder Hill's mission statement makes it clear that "We are an inclusive Community school, proud to be valued citizens serving the borough of Rochdale." As such we are committed to advancing equality and promoting respect for difference and diversity through our values, policies and behaviours. We will have due regard for the clauses laid out in the Equalities Act 2010 and the guidance issued by the Equalities and Human Rights Commission in our actions to:

1. Eliminate unlawful discrimination, harassment and victimisation
2. Advance equality of opportunity
3. Foster good relations through tackling prejudice and promoting understanding

The Equalities Act 2010 specifies 9 protected characteristics that are protected by the provisions within the act. It is unlawful for a school to discriminate against a pupil or prospective pupil by treating them less favourably because of their: sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy and maternity. Age and marriage/civil partnerships are also protected under the act.

Approved by:	[B Bramwell (DSL), J Watson (Headteacher)]	Date: 03.04.20
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Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Mr BM Bramwell	Ben.bramwell@oulderhill-school.com 01706 645522
Deputy DSL	Mr D Armitage Mrs L Farrell Mrs A Hughes Ms E Burgon	Danny.armitage@oulderhill-school.com Lucy.farrell@oulderhill-school.com Andrea.hughes@oulderhill-school.com Elisabeth.burgon@oulderhill-school.com 01706 645522

ROLE	NAME	CONTACT DETAILS
Designated member of senior leadership team if DSL (and deputy) can't be on site	Mrs L Rees Mrs L Sanderson Mrs M Ottley-O'Connor	Louise.rees@oulderhill-school.com Lynne.sanderson@oulderhill-school.com Melanie.ottleyoconnor@oulderhill-school.com 01706 645522
Headteacher	Mr J Watson	john.watson@oulderhill-school.com 01706 645522
Local authority designated officer (LADO)	Louise Hurst	0330 303 0440
Chair of governors	Mr B Corless	Via school - 01706 645522

1. Scope and definitions

This addendum applies during the period of school closure due to COVID-19, and reflects updated advice from the 3 local safeguarding partners, Rochdale Borough Safeguarding Children Partnership and Rochdale Metropolitan Borough Council.

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](#). **This means the updated September 2020 version. This has been issued to all staff.**

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 (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. Staff must continue to use the school systems to do this. They must speak to a member of the Safeguarding team if they have concerns that a child is either being harmed or likely to be harmed and they must record their findings accurately on CPOMS. Staff must use the Rochdale Borough Safeguarding Children Partnership guidance to determine the level of risk for a child. This guidance is contained in the Children's needs and response framework. A copy of the relevant pages are pinned to the noticeboard outside the staffroom. If in doubt, staff must discuss their concerns with the safeguarding team.

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.

The Safeguarding team will be based in their normal offices and there will always be at least one DSL or Deputy DSL on site. If the DSL or Deputy cannot be contacted in school for any reason, then they will be contactable via the email addresses listed above.

We will ensure that DSLs (and deputies), wherever their location, know who the most vulnerable children in our school are. The risk assessment spreadsheet for these children is located on G Drive - G:\CHILD PROTECTION\COVID 19.

On occasions where there is no DSL or deputy on site, a senior leader will take responsibility for co-ordinating safeguarding. This will be Mrs L Rees, Mrs L Sanderson, Mrs M Ottley-O'Connor or Mrs L Farrell. You can contact them by the contact details above.

The senior leader will be responsible for liaising with the off-site DSL (or deputy) 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 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

From September 2020, all children are expected to be back in school unless they are clinically vulnerable and/or shielding. We will support families to send their children to school and we will record and monitor attendance in the usual way. We will follow updated Government guidelines to do this.

If any of the identified vulnerable children do not attend school, the attendance team will ensure that the Social worker attached to that child has been notified.

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. This will be done via an attendance register at the start of each day.

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.

Any concerns should be noted on CPOMS as normal and a face-to-face conversation with the senior member of staff on site must be conducted.

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.

Staff should follow the guidance set out in Appendix 3 of the OHCS Safeguarding and Child Protection Policy.

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. Safeguarding children in the school building

In line with DfE plans for the full re-opening of schools, we will offer a full broad and balanced curriculum to all. To ensure that students are safe in the building strict measures will be in place to control infection, in line with government guidance. These will include:

- Ensuring that students who are unwell or live in a family where someone may have symptoms stay at home.
- Ensuring that students clean their hands more often than usual using soap and water or hand sanitizer.
- Promoting good respiratory hygiene with the “catch it, bin it, kill it” approach
- Ensuring that GFM clean frequently touched surfaces in the building
- Minimizing contact and mixing of students by keeping students in “bubbles” of a year group and staggering arrival times, break and lunch times and departure times.

Parents/carers and students will be informed about infection control measures and our expectations of appropriate behaviour through a new, detailed home-school agreement. Expectations of behaviour from students will remain high and appropriate sanctions will be used against students who break our rules. These changes are set out in an amendment to the “Character and Culture policy”.

9.1 What happens if there is a suspected case of COVID-19 on the premises?

If there is a suspected case of COVID-19 on the premises, we will follow Rochdale LA and Public Health England guidance. This is reproduced here:

If anyone in the education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. This will be the meeting room at the top of the stairs near reception. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. We will use our medical room as there are hand washing facilities there.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. This bathroom will be the disabled toilets near reception.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

If a member of staff or pupil has a positive test for COVID-19, the individual who has tested positive should remain off school or work, and should self-isolate for 7 days from the first onset of symptoms. If a member of staff or a child has a household member who has a positive test for COVID-19, then they should self-isolate as a household for 14 days from the first onset of symptoms, and remain vigilant for symptoms. Please see the [stay at home guidance](#) for further information.

If you have a confirmed case of COVID-19 in a child or staff member attending your school, people who have had contact with the child or staff member may need to self-isolate. Please call

**The Infection Control Duty Desk (Single Point of Contact) outbreak management and contact tracing.
The Rochdale Single Point of Contact will directly liaise with the GM
SPOC (gmhscp.contacttracing@nhs.net) and PHENW Contact is icc.northwest@phe.gov.uk**

The infection control duty desk, can be contacted during working hours on weekdays via email at InfectionControlDutyDesk@Rochdale.Gov.UK or via phone on 01706 923300.

Please also contact your school liaison officer who will escalate to the required education contacts.

OHCS has produced a flow chart detailing “what happens if a child or adult becomes unwell with symptoms of COVID-19 whilst in school” to ensure staff know how to deal with this issue. We will follow the Rochdale Borough guidance for dealing with a confirmed case of COVID-19.

10. Online safety

10.1 In school

We will continue to have appropriate filtering and monitoring systems in place in school.

If IT staff are unavailable, our contingency plan is to contact the IT manager or the business manager.

10.2 Outside school

Where staff are interacting with children online, they will continue to follow our updated staff code of conduct and acceptable ICT use policy.

The school uses Microsoft 365 platform and Microsoft TEAMS to provide high quality remote online learning. The vast majority of that learning takes place via live online lessons. To protect children a separate risk assessment has been carried out and the functionality for students reduced. This is to ensure that students cannot engage in peer-to-peer abuse through the chat functions or upload any inappropriate video or media content. Microsoft 365 is a secure platform but staff need to be mindful that the normal in school filtering service will not be functional if children are accessing this from home and parental online protection and filters may not be as strong or as appropriate as the systems in school. If any member of staff is concerned about the safety of a child either during or following a live online lesson then they should follow the normal safeguarding procedures and report the incident face to face to the safeguarding team if the level of risk is deemed to be high and always record their concerns on CPOMS. To protect staff, there should always be two members of staff on any online lesson and only the staff have the facility to record the lesson. This should then be uploaded to the correct channel on TEAMS for other students to view the lesson.

The school uses the Doodle platform to set work for children for both homework and for times when they cannot attend school. All students have access to this and have accounts that are password protected. Work will be set for students via this platform and where work cannot be accessed by that student, paper packs may be sent out on request. Members of staff are instructed only to set work on this platform and not by any other means. Members of staff are only to contact children directly through either the Doodle platform or their work email addresses. They must never use any form of social media to contact children.

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.

10.3 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 have sent out KIT (Keeping in touch) letters via parentmail to all parents. This has detailed resources for parents to use including useful internet sites. We will also remind parents about the potential risks to children online.

11. 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. This will include online resources such as Kooth.com.

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.

12. Staff recruitment, training and induction

12.1 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.

12.2 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. Our Business Manager, Mr J Law will ensure that these checks are in place.

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

12.3 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
- Guidance for Safer Working Practices 2018 RMBC

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

12.4 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 continue to use the electronic signing in system and all staff who attend school will be required to sign in as normal. Visitors will be required to sign in at reception in the normal way.

13. 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.

14. 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 every 4 weeks by [Mr Ben Bramwell – Deputy Headteacher).

15. Links with other policies

This policy links to the following policies and procedures:

- Safeguarding and Child Protection policy
- Staff code of conduct
- IT acceptable use policy
- RMBC Corporate Health and safety policy

16. Key changes in Keeping Children Safe in Education 2020

The following is a summary of the key changes in Keeping Children Safe in Education 2020

1. The definition of safeguarding has been updated to read:

Safeguarding is defined as promoting the welfare of children and protecting them from harm. This means:

- *Protecting children from abuse and maltreatment;*
 - *Preventing impairment of children's **mental and physical** health or development;*
 - *Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;*
 - *Taking action to enable all children to have the best outcomes.*
2. A section has been added on **Extra-familial** harms. This means that staff have to be alert to the risk of harm inside or outside their family home eg through the influence of peers, online risks, neighbourhood or school risks.
 3. Definitions for **Child exploitation** (CCE, CSE & County lines) have been updated. Child exploitation occurs when an individual or group takes advantage of an imbalance of power. This might not be age related; it could be a difference in physical strength, cognitive ability, status, sexual identity etc. Exploitation can be perpetrated by any sex and both adults and children and it can be a one off or a series of incidents.
 4. **Mental health** is a key theme running through the update. Mental health can be an indicator of abuse, neglect or exploitation. However, we are not doctors and cannot diagnose. We must describe behaviours that we see rather than saying "He/She is depressed" etc.
 5. **Behaviour** is mentioned as likely indicators of abuse. We do not know what the effect of COVID-19 has been on children and therefore need to be vigilant in looking out for behavior that may indicate abuse or mental or physical impairment.
 6. The definition of **Domestic abuse** has been updated. It now is not limited to physical abuse.
 7. The definition of **honour based abuse** has also been updated to recognize that it may not always involve physical violence and can also involve the non-violent forms of abuse.
 8. The definition of **upskirting** has also been updated this year. This is where somebody takes a photo under a person's clothing, without their permission or knowledge, with the intention of viewing their

private parts (with or without underwear) to obtain sexual gratification or to cause humiliation, distress or alarm. It is a criminal offence and any gender can be a victim. It must never be dismissed as messing about.

9. There is a new section **on children with a social worker**. This is recognize that children with a social worker have poorer outcomes at every stage of education than their peers and are often disadvantaged in terms of attendance, behavior, wellbeing and mental health as well.
10. The guidance on **allegations management** has been updated. There is an additional criteria which states: *“behaved or may have behaved in a way that indicates they may not be suitable to work with children.”*

All staff in school must have read and understood the guidance in Part 1 and Annex A of Keeping Children Safe in Education 2020.