

Annex to Safeguarding Child Protection policy – January 2021

Child protection during the COVID-19 measures

Context

The way schools and colleges are currently operating in response to coronavirus (COVID-19) is fundamentally different to business as usual. Most children are no longer in a school setting and staff numbers have been affected by the outbreak.

Schools have been asked to provide care for children who are vulnerable and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

This Annex to our Child Protection policy sets out details of our safeguarding arrangements for:

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This Child Protection policy is for all staff, parents, board of visitors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school and should be read in conjunction with the following:

- The current [Safeguarding Child Protection Policy](#)
- [Keeping Children Safe in Education \(DfE, 2020\)](#)
- The school [Anti bullying and Cyberbullying Policies](#);
- The school Staff Code of Conduct.
- The safeguarding response to [children missing from education](#)
- [The role of the designated safeguarding lead \(Annex B of KCSIE\)](#)



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Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in Keeping Children Safe in Education as:

- Protecting children from maltreatment
- Preventing impairment of children's 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

Version Control and Dissemination

This version will be reviewed by our DSL or a deputy DSL on a weekly basis as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website here [Maldon Court Policies](#) and is made available to staff using the same link. All staff are kept up to date constantly during these changing circumstances and any relevant information is conveyed immediately to them via email.

We will ensure that on any given day all staff and volunteers in attendance will be aware of who the DSL and deputy DSLs are and how staff and volunteers can speak to them.

Safeguarding Priority

During these challenging times, the safeguarding of all children at our school – whether they are currently at home or in attendance – continues to be our priority.

The following fundamental safeguarding principles remain the same:

- The best interests of children continue to come first
- If anyone in our school has a safeguarding concern, they will act immediately
- A designated safeguarding lead (DSL) or deputy DSL will always be available
- No unsuitable people will be allowed to gain access to children
- Children should continue to be protected when they are online.

Current School Position

Maldon Court School will be open for children of 'Critical Workers' and vulnerable children as set out in the government guidance found [here](#). We are not able to offer child care for children that do not currently attend Maldon Court, this could change in the future if we are directed to do so. [Guidance for Schools about Temporarily Closing](#). The school will have existing staff on site to care for the children, volunteers are not required at this stage. All induction and employment checks have been carried out as per our [Safer Recruitment Policy](#).

ESCB Safeguarding Advice

We continue to work closely with the ESCB and we will ensure this annex is consistent with their advice. This will include expectations for supporting children with education, health and



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care (EHC) plans, the Local Authority Designated Officer and children's social care, reporting mechanisms, referral thresholds and children in need. **If there are concerns for the welfare of a child, advice from the ESCB can be found [here](#).**

Roles and responsibilities

The roles and responsibilities for safeguarding in our school remain in line with our Child Protection Policy.

If possible, our DSL and at least one deputy DSL will be available on site during the school day. Where this is not possible, we will:

- Have a trained DSL or deputy DSL available by phone and/or online video; or
- Ensure we have access to a trained DSL or deputy DSL from another school or college by phone and/or online video.

Where our DSL or a deputy DSL cannot be on site, then in addition to one of the above options we will also ensure a senior leader from the school takes responsibility for co-ordinating safeguarding on site.

The designated safeguarding lead (DSL) for child protection is: **Mrs Elaine Mason**

Contact details: email: Headteacher@maldoncourtschool.org Tel: **07970 638997**

The deputy designated lead is: **Mrs Katharine Abrehart**

Contact details: email: Office@maldoncourtschool.org Tel: **07799 923627**

The designated safeguarding lead (DSL) for EYFS (Nursery and Pre Reception) is:

Mrs Kim Callaghan

Contact details: email: kim.callaghan@maldoncourtschool.org Tel: **07873 391870**

Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with 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.



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There is an expectation that vulnerable children who have a social worker will attend school, so long as they do not have underlying health conditions that put them at risk. Where a parent does not want their child to attend school, and their child is considered vulnerable, we will discuss this with the social worker and explore the reasons for this directly with the parent.

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 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.

We will encourage our vulnerable children and young people to attend a school, including remotely if needed.

Senior leaders in our school, especially the DSL (and deputies) know who our most vulnerable children are, and 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 children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children.

Increased vulnerability or risk

Negative experiences and distressing life events, such as the current circumstances, can affect the mental health of pupils and their parents. Staff will be aware of this in setting expectations of pupils' work where they are at home. Where we are providing for children of critical workers and vulnerable children on site, we will ensure appropriate support is in place for them.

Our staff and volunteers will be aware of the mental health of children and their parents and carers and will contact the DSL or a deputy if they have any concerns.

Attendance

Where a child is expected but does not arrive at school, we will follow our attendance procedure and attempt to contact the family. If contact cannot be made, the DSL or a deputy DSL will be informed.

The DSL or a deputy will attempt to contact the parents through various methods, such as telephone, FaceTime, Skype or by contacting a relative in the first instance. If contact cannot be made or if the DSL or a deputy DSL deems it necessary, we will undertake a home visit or ask an appropriate agency to do so. A risk assessment will be carried out before any such visit is made to ensure staff and the family are not put at risk.

Where a vulnerable child does not take up their place, we will notify their social worker.



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Reporting concerns about children or staff

The importance of all staff and volunteers acting immediately on any safeguarding concerns remains. Staff and volunteers will continue to follow our [Safeguarding Child Protection Policy](#) procedures and advise the DSL of any concerns they have about any child, including those who are not attending school.

The varied arrangements in place as a result of the COVID-19 measures do not reduce the risks that children may face from staff or volunteers. As such, it remains extremely important that any allegations of abuse made against staff or volunteers attending our school are dealt with thoroughly and efficiently and in accordance with our [Complaints Policy](#) and [Safeguarding Policy](#)

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.

Staff training and induction

Our DSL and Deputy DSL have received their refresher training in the past three months.

All current school staff have received safeguarding training to level 2 and have read Part One and Annex A of Keeping Children Safe in Education 2020. When new staff are recruited, or volunteers join us, they will receive a safeguarding induction in accordance with our Safeguarding Child Protection Policy.

If staff from another setting attend the school site then, in line with government guidance, we will not undertake any additional safeguarding checks if the setting providing those staff confirm that:

- The individual has been subject to an enhanced DBS and children's barred list check and, that in the opinion of that setting, nothing resulted from those checks that provided any cause for concern
- There are no safeguarding investigations into the conduct of that individual
- The individual remains suitable to work with children.

Safer recruitment/volunteers and movement of staff

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

When recruiting new staff, we will continue to follow our [Safer Recruitment policy](#).



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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.

For volunteers we will continue to follow the checking and risk assessment process set out in paragraphs 167 to 172 of Keeping Children Safe in Education 2020. Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to engage in regulated activity.

It is essential from a safeguarding perspective that we are aware, on any given day, which staff/volunteers are on our school site and that the appropriate checks have been carried out on those individuals. We will continue to maintain our single central record (SCR) during these measures to ensure we have this awareness.

Staff conduct

All staff members are made aware of the boundaries of appropriate behaviour and conduct and the principles in our Staff Code of Conduct still apply during this emergency period. We have adapted our policies to reflect the current arrangements to ensure they cover online / remote learning. The usual processes for reporting concerns about a member of staff apply.

Peer on peer abuse

We recognise that children can abuse their peers and our staff are clear about the school's policy and procedures regarding peer on peer abuse. All peer on peer abuse is unacceptable and will be taken seriously. We also recognise that abuse can still occur during a school closure or partial closure and between those children who do attend the school site during these measures.

Our staff will remain vigilant to the signs of peer-on-peer abuse and will follow the process set out in our [Safeguarding Child Protection Policy](#)

Online safety

It is likely that children will be using the internet and engaging with social media far more during this time. Our staff are aware of the signs of cyberbullying and other online risks and our filtering and monitoring software remains in use during this time to safeguarding and support children.

Our staff will follow the process for online safety set out in our [E-Safety Policy](#).

Staff who interact with children online will continue to look out for signs a child may be at risk. If a staff member is concerned about a child, that staff member will follow the approach set out in this annex and report that concern to the DSL or to a deputy DSL.



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We have provided parents with information on how to keep their children safe online and resources to support them to do this. Particularly useful websites are:

- [CEOP](#) (Child Exploitation and Online Protection)
- [Childnet](#)
- [Internet Matters](#)
- [Net Aware](#)
- [NSPCC](#)
- [Parent Info](#)
- [Safer Internet](#)

New children at the school

Children may join our school from other settings. When they do, we will seek from those settings the relevant welfare and child protection information. This is relevant for all children that join us, but it will be especially important where children are vulnerable.

For vulnerable children we will ensure we understand the reasons for the vulnerability and any arrangements in place to support them. As a minimum we will seek access to that child's EHC plan, child in need plan, child protection plans or, for looked-after children, their personal education plan and know who the child's social worker (and, for looked-after children, who the responsible VSH is).

Ideally this will happen before a child arrives but where that is not possible it will happen as soon as reasonably practicable.

Any exchanges of information will ideally happen at DSL (or deputy) level, and likewise between special educational needs co-ordinators/named individual with oversight of SEN provision for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case our school senior leaders will take responsibility.

The DSL will undertake a risk assessment based on the information received, considering how risks will be managed and which staff need to know the information.

Supporting children not in school

Where the DSL has identified a child to be on the edge of social care support, or who would normally receive additional pastoral support in school, they will ensure that a communication plan is in place to support that child. Details of that plan will be recorded in the safeguarding file for that child. It will be reviewed regularly to ensure it remains current during these measures.

First Aid

The Headteacher will ensure that, if there are children on the school premises below the age of 24 months, that there is at least one staff member present who has Level 3 Paediatric First Aid certification. If there are children on the school premises above the age of 24 months,



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the Headteacher will use their best endeavours to ensure one staff member with Level 3 Paediatric First Aid certification is on site. If they are unable to secure a member of staff with the relevant Paediatric First Aid training, then they will complete a written risk assessment and ensure that a staff member with a First Aid at Work or Emergency Paediatric First Aid certification is on site at all times children are on the premises.

Completed by Mrs Elaine Mason and Mrs Katharine Abrehart – 3rd April 2020

Reviewed and updated January 2021 – Elaine Mason and Katharine Abrehart

Links: -

[Guidance for full School Opening Sept 2020](#) – School Risk assessment relating to this document is available from the school office.